SHORTHAND COURSE

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A SIMPLIFICATION OF PITMANIC SHORTHAND

A new Manual entitled "COLLEGE COURSE OF SHORTHAND." Copyright 1903. Contains 191 pages, of which 94 are full-page engravings. A complete Shorthand Course for the Beginner. An excellent textbook in every way. Better for both teacher and student. Each line of shorthand has its key opposite on the previous page. Every principle is so well illustrated, so simple and uniform that no formal rules are needed. No multitude of exceptions to worry the student. No confusing word-signs and tangled principles to be practiced. No new Vowel Arrangement to be learned. The order of vowels as everybody knows them, a—e—i—o—u, is at once applied. No swinging of stems in making R and L hooks, as all R hooks are uniformly made small (keeping their former place on straight stems), and all L hooks are uniformly made large, but on same side as R hooks, thus avoiding a great deal of confusion. This entire uniformity is very valuable. Greater speed is obtained in writing and in less than half the time it takes by other systems. It is read more easily and correctly. The lessons are original, very practical, and nicely graded to encourage the student. Beginners become interested in the study at once. Students do not give it up in discouragement. Once learned, it is easily retained. It embodies the greatest advance in shorthand since 1840. Much valuable time is saved for the student, as he can begin position writing and reading (page 7) immediately after the Introduction. Beginning with page 14, easy phrases are constantly applied throughout the book so that the student is accustomed to their use on completion of the course, as experience has shown that students do not take kindly to phrasing unless introduced early and applied frequently. Vowel Marks are introduced later (page 29) as helps to the student, not as a new study to retard his progress. Not for general application in the future, but only for such occasional discriminate use that will put the student at once on his guard to make his shorthand notes legible. The words *your*, *which*, *much*, &c., are classed as abbreviations, and the student is occasionally shown where he can abbreviate to advantage.

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Francis J. Stein, Author and Publisher.

Address: 31st and Cumberland Streets, Philadelphia.

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COLLEGE COURSE

OF

SHORTHAND.

A SIMPLIFIED SYSTEM

OF

PITMAN PHONOGRAPHY

BY

FRANCIS J. STEIN.

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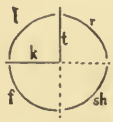
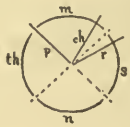
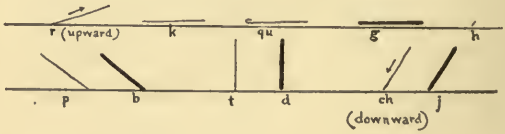
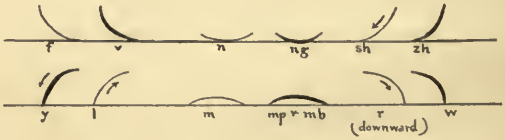
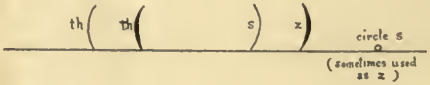
The Consonant Alphabet











The **Consonants** form the framework of Shorthand Writing. The Vowels are generally omitted, but are indicated by the position of the Consonants.

There are three kinds of positions used for Shorthand Writing: 1, above; 2, on, and 3, through (or under) the Writing Line. Then by dividing the **Vowels** a e i o u into three sections, we can indicate a certain section by each of the three positions, thus:—

In the last section we include the diphthongs oi and ou.

First Position of Consonants (above the line) therefore indicates some sound of the vowel **a.**

Second Position of Consonants (on the line) indicates some sound of **e** or **i.** Words like by, my, why, fly, etc., are written in second position because the y has the sound of i.

Third Position of Consonants (through or under the line) indicates some sound of **o** or **u,** including the diphthongs oi and ou. Words like few, new, etc., are written in third position because the ew has the sound of u.

The Consonants R and S have each two shorthand signs, for convenience. Sometimes one form is more useful, sometimes the other.

The signs for CH and J, and the straight form of R are derived from the small u in slanted handwriting. From the upward stroke we derive the straight r, and from the downward stroke we derive the ch and j.

The *other* Consonant signs are derived from four circles divided into quarters as on the opposite page.

C in cap, come, etc., is written as k in shorthand.

C in face, ice, etc., is written as s.

X is a double letter, and is represented by ks or gz.

The straight form of r should always be written upwards; l is generally written upwards, and sh is written upwards in a few instances.

All silent consonants are omitted in shorthand.

T & D.

1. at it out day do

P & B.

2. pay up be by buy

EXPRESSIONS.

3. Do it. Pay it. Pay out. By day.

4. Do pay it. Do pay out. Pay by day.

K & G.

5. Take took keep copy back pick

6. bag beg big tag dig go

EXPRESSIONS.

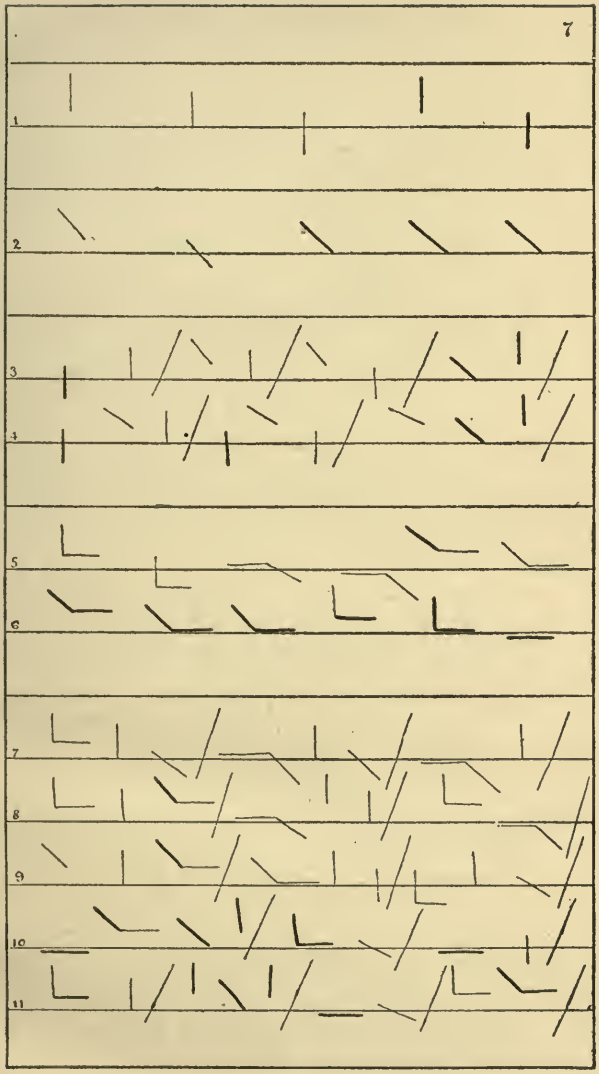
7. Take it up. Keep it up. Copy it.

8. Take it back. Keep at it. Take copy.

9. Pay it back. Pick it out. Took it up.

10. Go back by day. Dig up. Go out.

11. Tag it. Day by day. Go up. Take bag.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Ch, J & R.

1. catch attach teach touch cheap check age edge

2. judge job are or our wrap ripe

3. reach rich urge ready carry outer power

EXPRESSIONS.

4. Attach it. Touch it. Pay by check. Attach copy.

5. Take job. Keep it ready. Buy cheap. Keep copy.

6. Keep our check. Judge by it. Reach it.

7. Or carry out. Or do it. Or check it.

8. Catch up. Take power. Be ready. Do urge.

9. Take our copy. Keep our job. Took job.

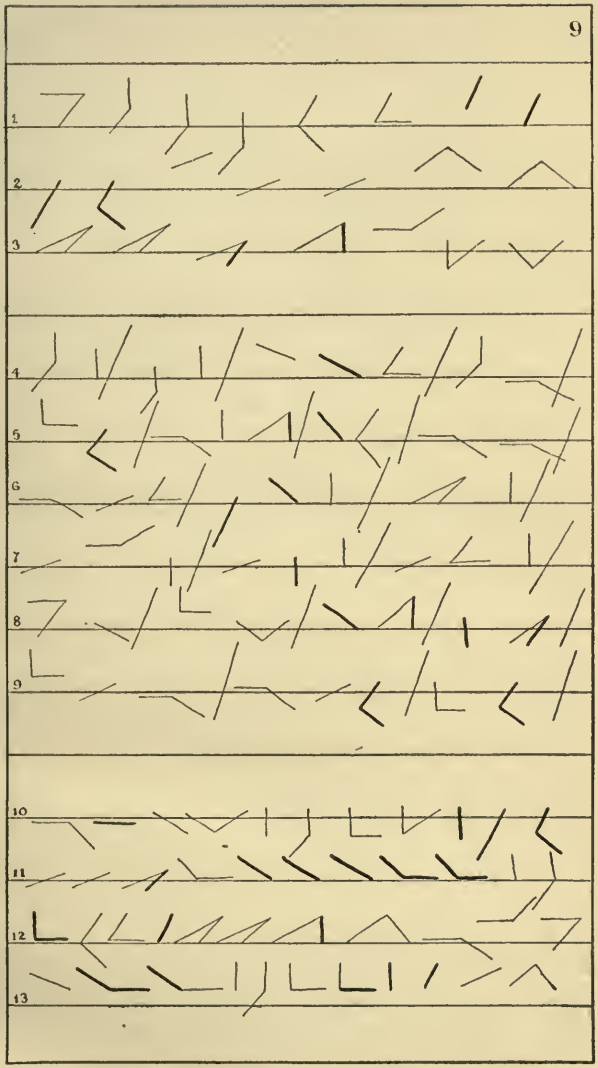
Review.

10. copy go up power out touch took outer do judge job

11. or our urge pick be by buy beg big it teach

12. dig cheap check edge reach rich ready ripe keep carry catch

13. pay bag back at attach take tag day age are wrap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S & Z.

1. as say says ask pays space days attaches raise carries

2. case asks takes tags is see sees piece its reduce

3. desire desk dispose reaches desires receipt receipts desks discuss

4. disguise digs begs six guess keeps so us copies

5. pose suppose does choose touches judges ours succeed goes

6. ease easier seize seizes size sizes busy use uses

7. (Expressions.) Picks it up. Goes back by day. Goes out.

8. See our desks. Says it goes up. Ask its use.

9. Carries it out. Attaches our copy. See it go out.

10. Discuss it. Disguise it. Are so big. Are so busy.

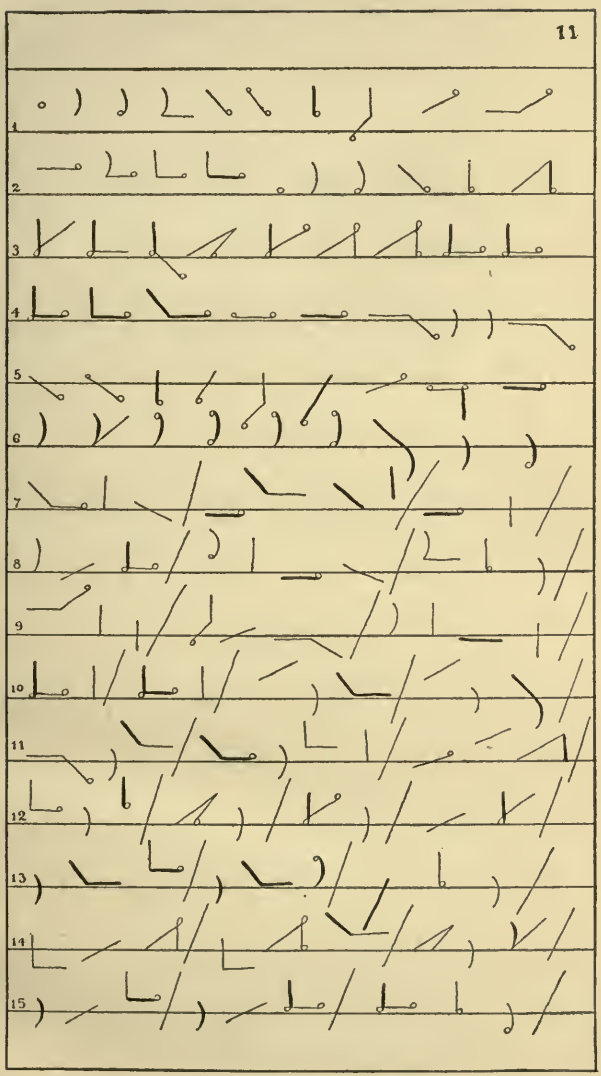
11. Keeps us back. Begs us take it. Ours are ready.

12. Takes us days. Reaches us. Desires us. Our desire.

13. Use big tags. Use big size. Judge its use.

14. Took our receipt. Took receipts back. Reach us easier.

15. Use our tags. Use our desks. Discuss its uses.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Ses.

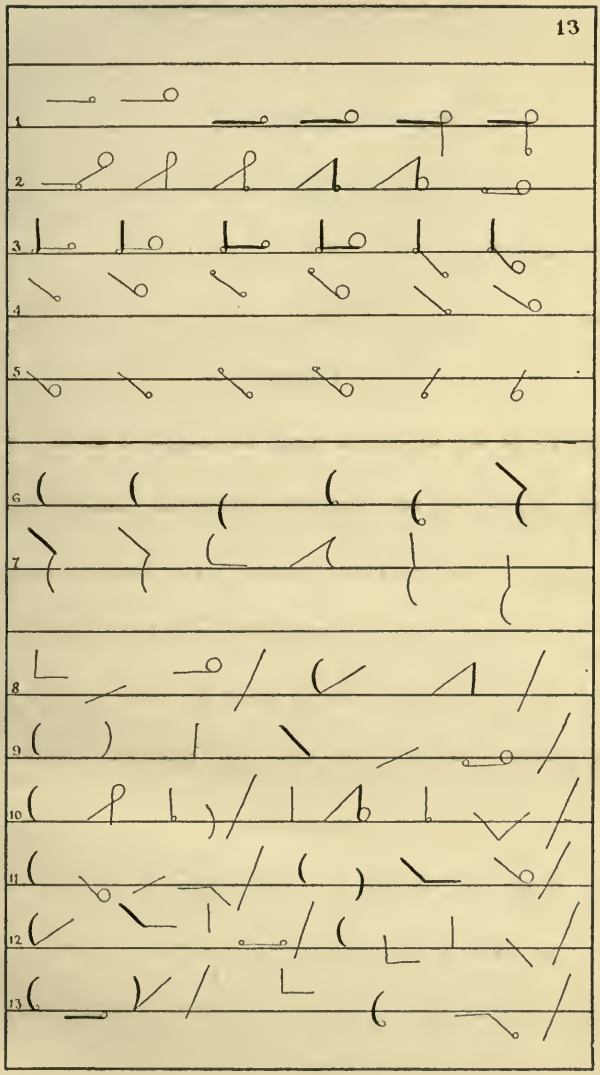
1. case cases guess guesses exist exists
2. exercise resist resists reduce reduces success
3. discuss discusses disguise disguises dispose disposes
4. pass passes space spaces piece pieces
5. possess pose suppose supposes choose. chooses

Th.

6. they thee though this those bathe
7. bath path thick earth teeth tooth

EXPRESSIONS.

8. Take our cases. They are ready.
9. They see it by our success.
10. They resist its use. It reduces its power.
11. They possess our copy. They use big pieces.
12. They are back at six. They took it up.
13. This goes easier. Take those copies.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A & The.

1.		They	take	a	copy.		They	see	a	use.
2.		"	"	the	"		"	"	the	"
3.	(Joined)	"	"	a	"		"	"	a	"
4.	"	"	"	the	"		"	"	the	"

Phrases.

5. At a, see a, sees a, reach a, reaches a, do a, does a.

6. At the, see the, sees the, reach the, reaches the, do the, does the.

7. Pay a, pass a, passes a, be a, by a, buy a, suppose a, possess a.

8. Pay the, pass the, passes the, be the, by the, buy the, suppose the, possess the.

9. Take a, takes a, go a, goes a, desire a, desires a.

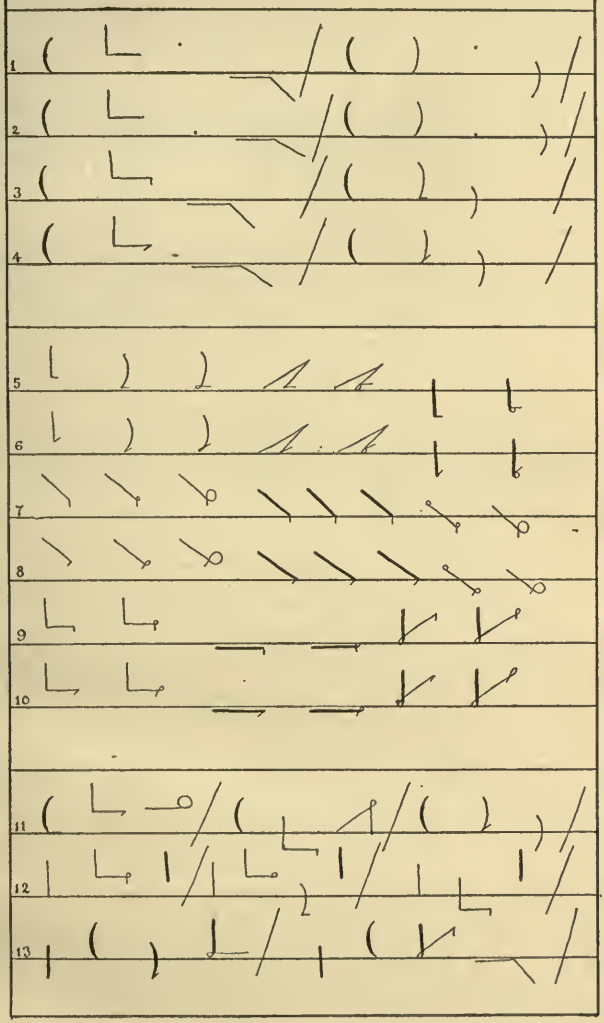
10. Take the, takes the, go the, goes the, desire the, desires the.

EXPRESSIONS.

11. They take the cases. They took a receipt. They see the use.

12. It takes a day. It takes us a day. It took a day.

13. Do they use the desk? Do they desire a copy?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F & V.

1.	face	faces	faith	if	five
2.	vase	advice	advices	receive	receives

M & Mp.

3.	am	same	came	make	tame
4.	camp	damp	miss	dismiss	time

N & Ng.

5.	any	name	many	in	on
6.	bank	sank	ink	sink	sunk

Sh.

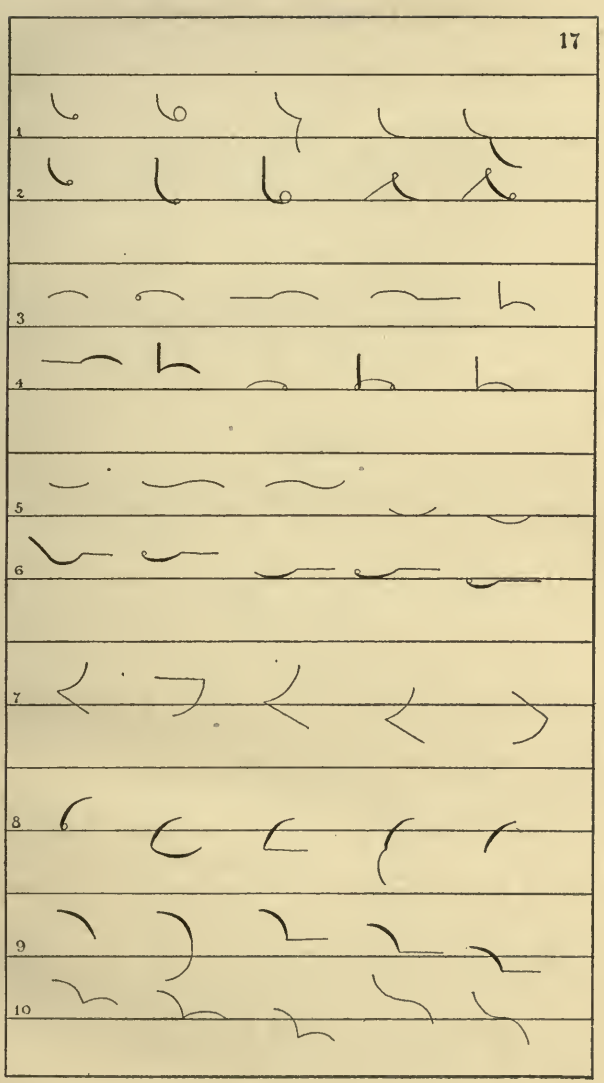
7.	shape	cash	ship	shop	push

Y.

8.	yes	young	yoke	youth	(abbreviation)your

W & downward R.

9.	way	wash	wake	week	woke
10.	arm	rim	room	far	fire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L.

1. all also lamp sample simple

2. yellow like lump long low

As & Is.

3. It is as long as the desk.

4. (Joined) " " " " " " "

Phrases.

5. Is it, it is, it is a, it is the, this is, this is a, this is the, same as the.

6. As far as, as many as, as the, as a, they are, as they are, if it is, as busy as, as long as.

EXPRESSIONS.

7. This is the easier way. This is a long way.

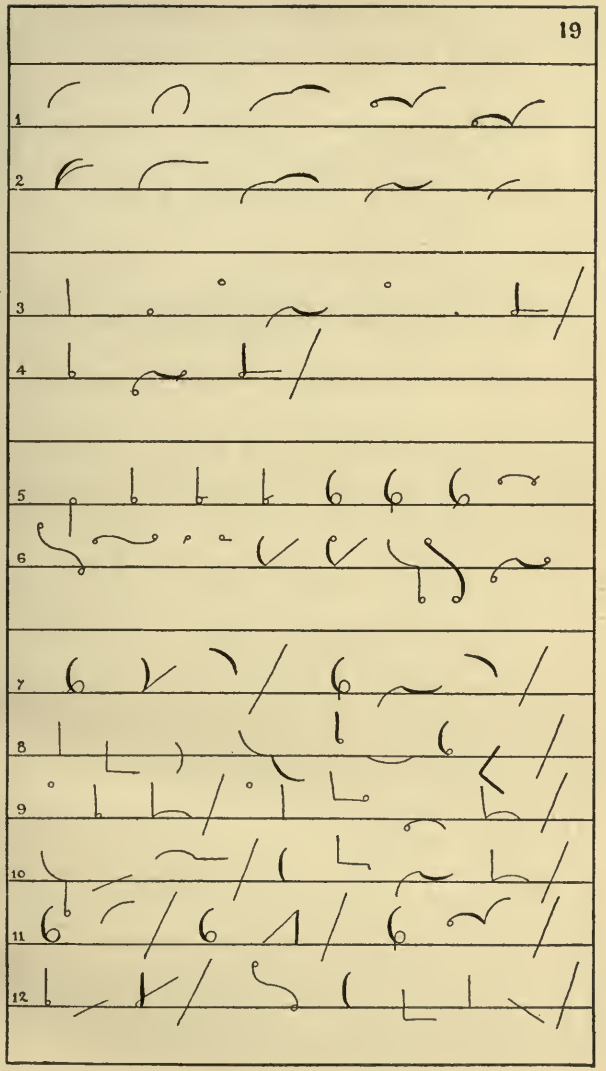
8. It took us five days on this job.

9. As it is time. As it takes some time.

10. If it is our make. They take a long time.

11. This is all. This is ready. This is a sample.

12. It is our desire. As far as they took it up.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1. **Review.** Any day. Make it any day this week.

2. In a day. In the day time. At some time.

3. In a week. Be ready this week. It is ready.

4. Ship it any day this week. At any time.

5. If it is your desire. Receive your check this week.

6. Receive all. Go as far as. Are the same as yours.

7. It is a long time. If they are like sample.

8. It takes all our time. As far as they desire it.

9. On receipt. On the same case. On the same day.

10. If it reaches us on the same day. If they use it.

11. On your success. This is as long as your desk.

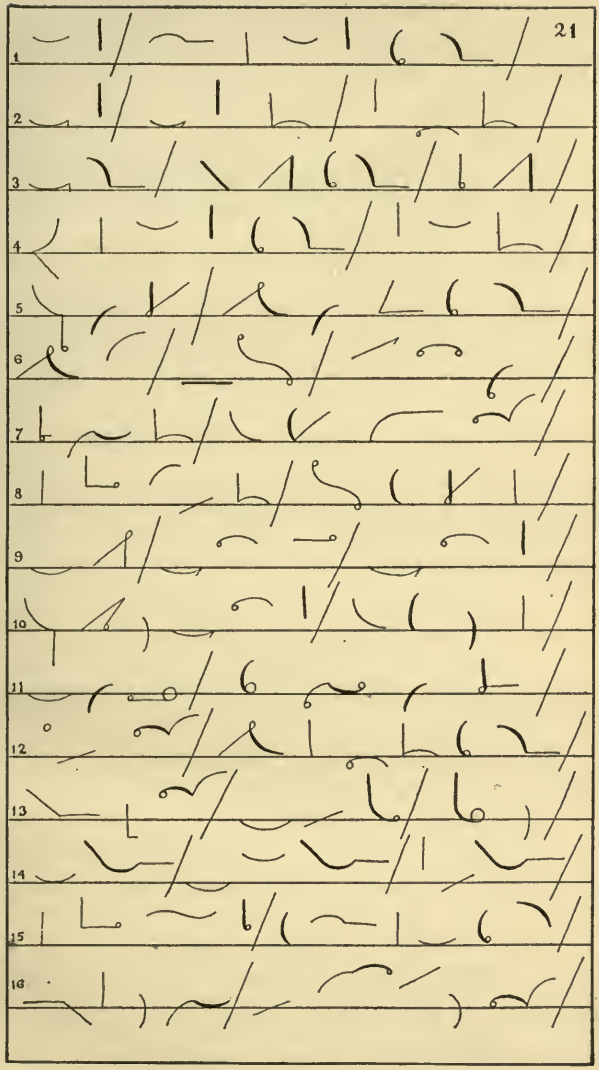
12. As our sample. Receive it some time this week.

13. Pick out a sample. On our advice. Advises us.

14. In bank. On any bank. At our bank.

15. It takes many days. They make it in this way.

16. Keep it so long. Our lamps are so simple.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1. **Additional Words.** ate eat add aid die died dyed due duty

2. pipes petty pity putty, bay body beauty

3. dab tap tip deep dip top tub tube

4. ache key oak cue cake kick cook

5. coke tack tick deck dock docks duck

6. pack peck poke book cap cab cope cup

7. gay egg gig keg cog ago

8. gap peg pig bog bug tug dog dug

9. jay jack chalk cage gauge pages patches batch

10. arches racks tarries Saturday air ear ridges reap rip

11. ribs peaches pitch ditch (exception)each (abbrev.)which etch chip cherry

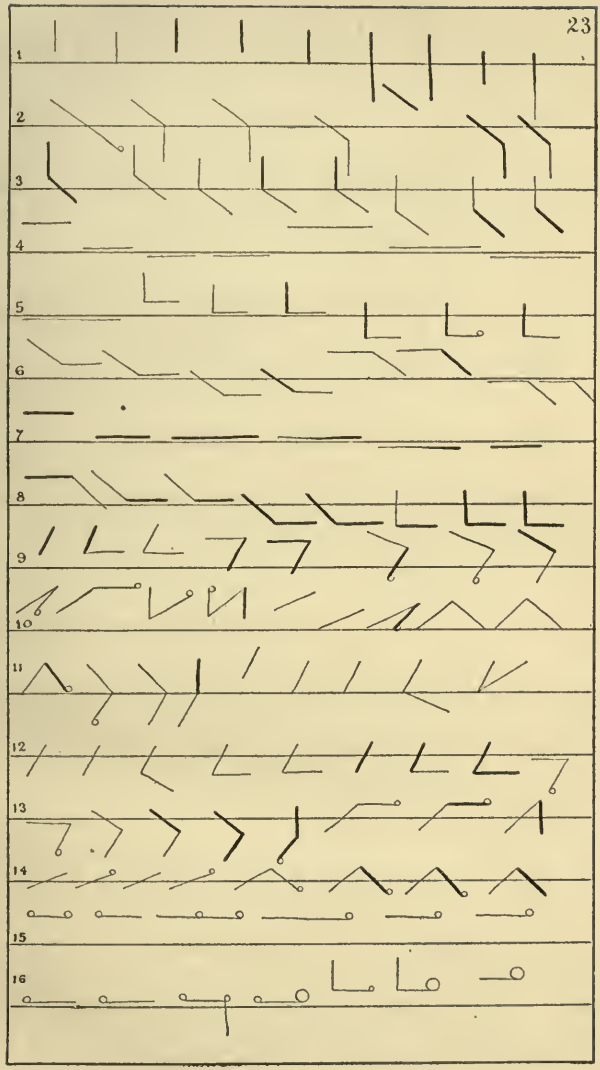
12. chew (ab)much chop choke chuck joy joke jug coaches

13. couches pouch botch budge dodges rocks rugs ruddy

14. oar oars hour hours ropes robs robes rub

15. sacks sake casks cakes ax aches

16. seek sick sixty sixes tax taxes axis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1. (Addl. words; continued) an and assay assets acid assign assigns shakes shadows shave rash dash

2. mass masses mask mason aim may (exceptions)me my

3. matches marries caustic calm game sagacious sagacity gazette

4. sang rank sanitary sandy knack annex answer arrange

5. satisfy fair fame famous safe save fasten facility ails lays lack

6. lakes lax lags lame lamb lap layers lashes

7. latch lath lathe laugh balm palm jamb James

8. essay essence sea seas sheath sheathe sheep Chicago dish fish miles

9. empties image beam beset besides team deem dim timely Messrs. (ab)him

10. nice inches Cincinnati dynamo necessary incite insight inside

11. fees physiology fix fixes specify vice vices exit excite exceed

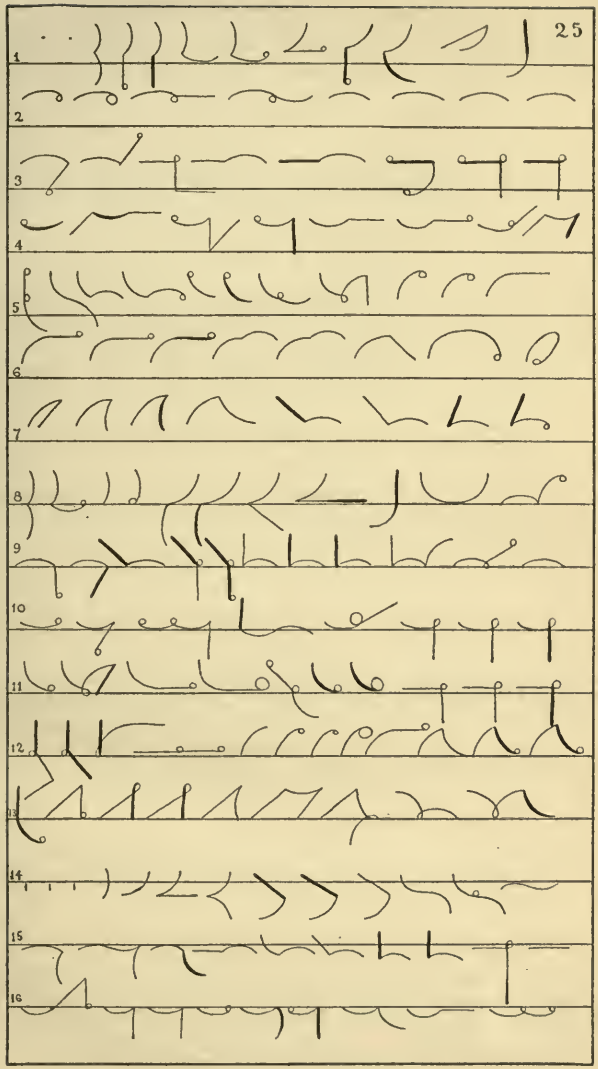
12. dispatch disobey dislike excuse ill less lease leases leaks leaf leaves lives

13. device righteous recede reside wreath wrench refusal resume resolve

14. O oh owe sew show shock shower bush bushy push fewer officer money

15. mouth month move comb foam poem dome dumb custody (ab)come

16. unrighteous untie knotty noise noisy Sunday enough knock nuisance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1. (Addl. words; concluded) office offset funny follows vouch voyage Rome roam room pulley possessor

2. low lock look luck log loom lodge love

3. possessive both oath sing song sung wring wrong wrung

4. **Phrases.** And a, and an, and the, and at the, and at your, and at any, and at my, and as far as, and advise us.

5. And as, and all the, and also, and all my, and this is the, and as this is the, and if it is a, and it is necessary, and as long as, and suppose a.

6. And do a, and does a, and do the, and does the, and judge, and come, and came, and go.

7. (Expressions.) And as it is time. And if it is our make. And this is a sample.

8. And advise us on receipt. And as far as they are ready. And do the necessary.

9. Advise me in a week. Advise him in a day.

10. Receive an advise. It is my aim. And this is the way they desire it.

11. And they leave us this week. And the time is long enough.

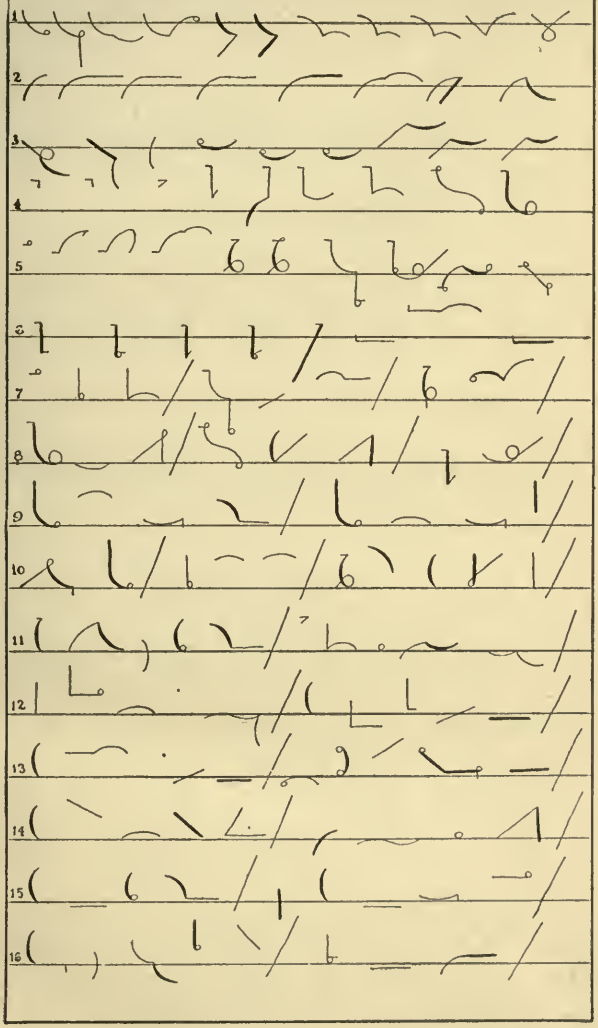
12. It takes him a month. They took it an hour ago.

13. They came an hour ago. Some sizes are as big as an egg.

14. They pay him by check. Your money is ready.

15. They come this week. Do they come in a case?

16. They owe us five days' pay. It is an oak log.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1. **Vocalizing.** aim am may make name came camp

2. damp cab gap catch cage gauge patch batch

3. pay bay obey tape day chase race case gay

4. bake back take tack rake rack cake gas

5. ate at aid add age air ache ax

6. attach tap tag bag pass passes spaces stay

7. ah awe all law lame lamb lamp lack

8. mass masses game calm ash shake shame sham

9. chalk talk walk way away bathe bath path

10. sap sat sad sage sag sake sack ask

11. safe save face vase same sample sang sash

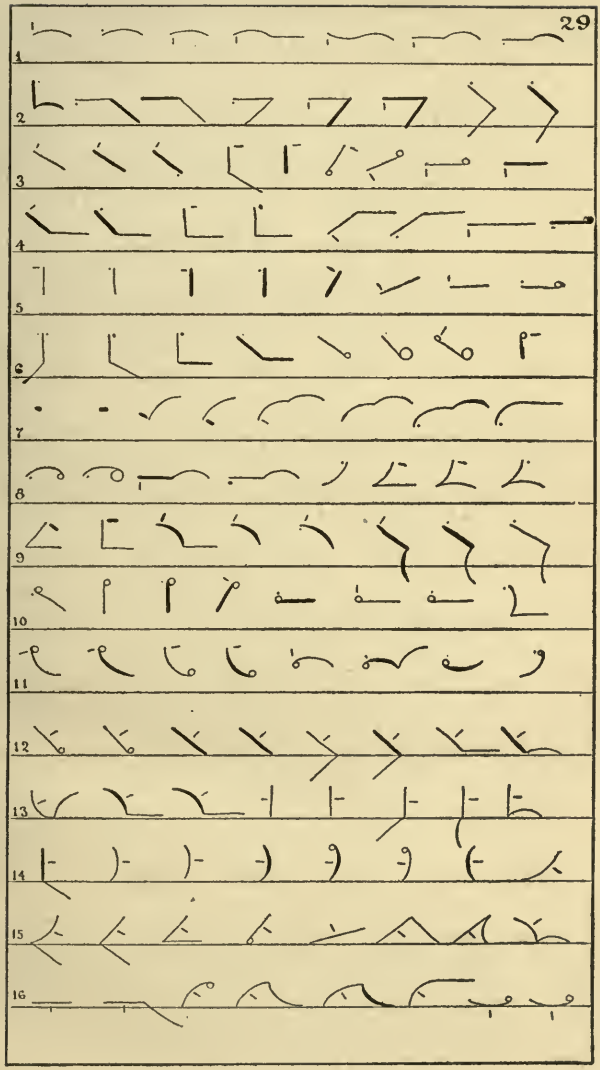
12. peace piece be bee peach beach peak beam

13. feel week weak eat tea teach teeth team

14. deep see sea ease seize cease thee she

15. sheep cheap cheek cheese ear reap wreath ream

16. key keep lease leaf leave leak knees niece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1. peck beg deck desk check etch edge yes

2. earth wreck less else elm sex guess neck

3. pitch petty pity pick big if tip tick

4. ditch dip dig dim dismiss this easy busy

5. chip ship ill live rich ridge rip rib

6. ready risk resist sick six kick exist

7. empty miss simple nick in ink sink

8. I eye ice eyes icy item by buy

9. pipe fire five vice tie time die thy

10. size life like ripe exercise sign nigh nice

11. O oh owe pose both foam Rome owed

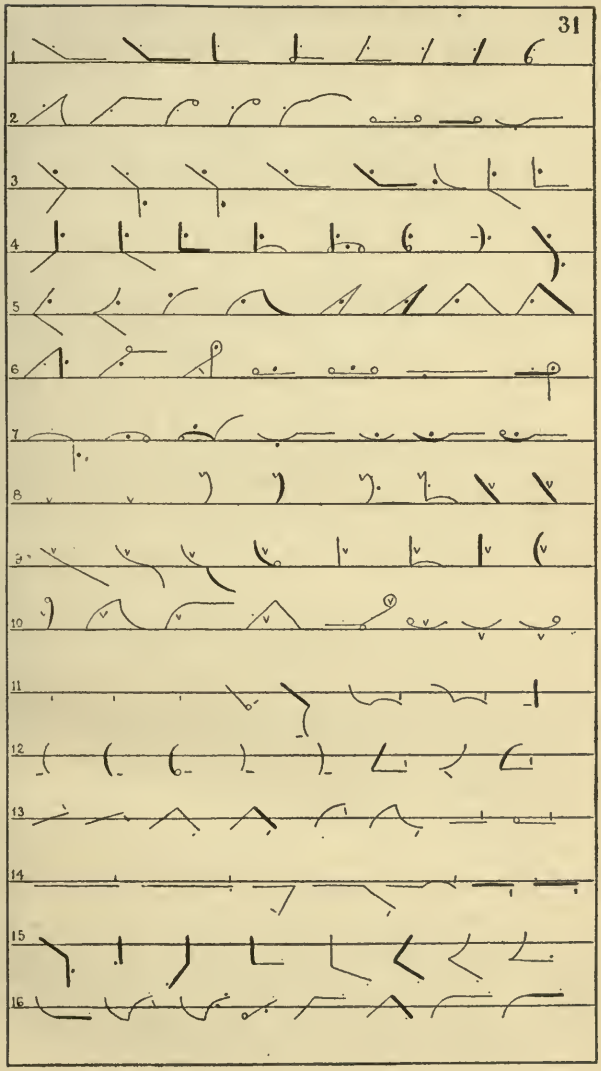
12. oath though those so sew joke show yoke

13. oar row rope robe low loaf oak soak

14. coke cocoa coach cope comb go ago

15. body odd dodge dock top job shop shock

16. fog follow folly sorry rock rob lock log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1. long along copy knock on knotty song mock

2. push bush booth poor pulley boom room fully

3. tooth do took choose look loom move cook

4. few view due sue lieu new beauty duty

5. fuse views dues sues news fume tube duke

6. use uses cue cube up upper putty budge

7. tuck duck dug dumb dump touch tub us

8. judge jump young lung lump luck rub rug

9. urge cup sung sunk toy oil noise power pouch vouch

10. out outer tower ours hours rouse allow lounge couch

11. **Useful Vocalizing.** apathy affairs atom assignees Iowa annex acme mealy mellow

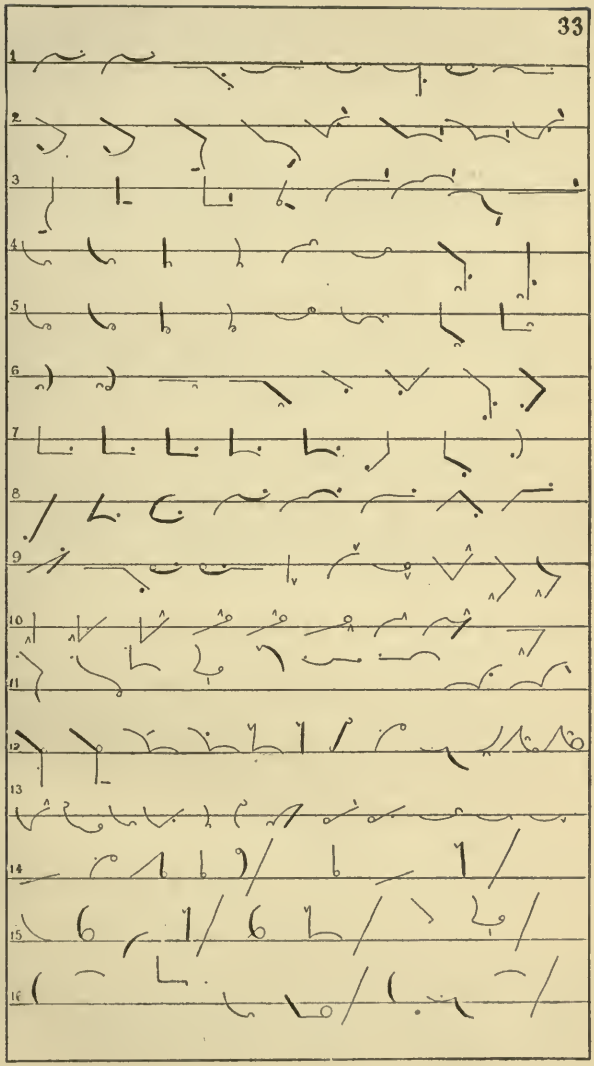
12. beset bestow ream rim item idea Eugene else envy issue refuse refuses

13. fowl euphonious few fury sue youth eulogy sore sorry new now annoy

14. (Expressions.) Or else reduce its size. It is our idea.

15. If this is your idea. This is the item. Pay the assignees.

16. They may take a few boxes. They envy me.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1. **N** hook. ran rain rainy rains raise race rang (**tion** hook) ration rations lawn lane lain yawn

2. lawns laws lace (ab)can cane cans case cause ax sack sake

3. caution occasion auction auctioneer action actions gain again gains gas

4. man main many mansion nation national (ab)examination sanguine sanguinary sanction

5. pan pane pain pains pass pace space passion fawn fan fans fancy face phase

6. fashion fashions faction cabin ban base van vain vein vase vanish avenue (ab)anyone

7. machine (ab)machinery tan sat stay task station stationary stationery (ab)satisfaction dance days sad said than

8. chain chains chance chase (ab)change changes iron Rhine irons rise, sir region residence earthen response

9. reason renew refine revision lean lien line liens lines less lies election selection legion

10. risk keen sex six seek kitchen section (ab)signify signification significance

11. men mean mine men's means mines miss smell seam seem

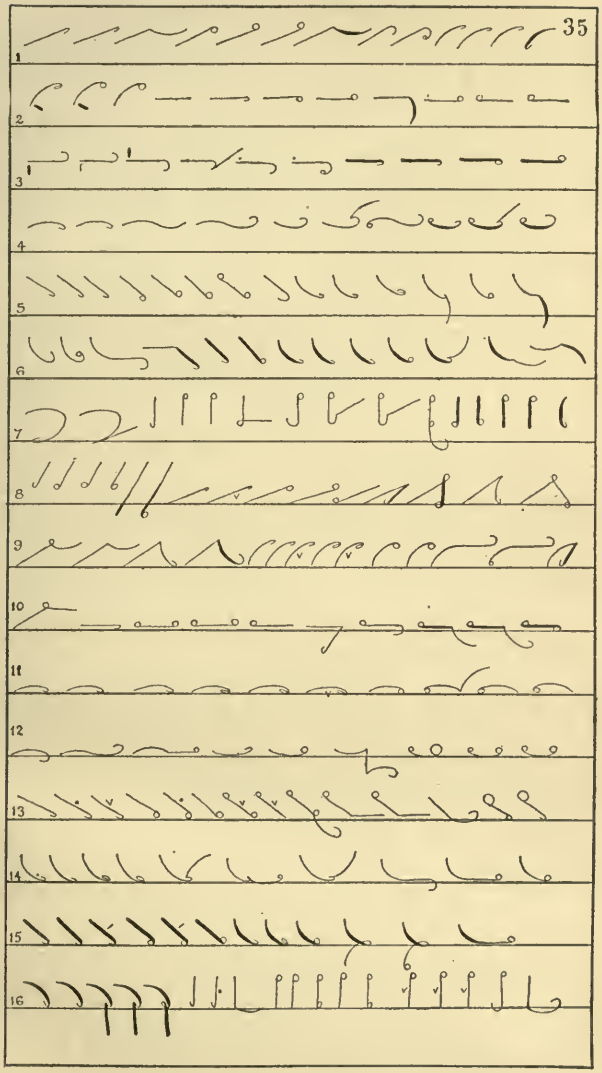
12. mission mention mix nine nice intimation census sense since

13. pen pin pine pens pins piece spice spy (ab)specification speak spike pension suspense (ab)suspension

14. fin fine fence fines finely finance finish fiction fix fees

15. been bin bean bins beans bees vine vines vice vessel vessels vex

16. win wine windy window Wednesday ten tin tiny set seat seats sit sits sight site cite situation tension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1. den din dine dense dies (ab)dissatisfaction seed deepen edition education dictionary derision

2. invasion innovation division devotion deviation divine thin then thence (exception)these this seen session sessions science

3. sign signs chin China cheese gin Jenny shine shines shiny run runs

4. urn ruin rose sore sour loan alone lonely loans loss lotion location

5. cone coin socket cushion occupation gone gown gun guns goes

6. moon money smoke motion Monday none known noon noun

7. nose knows news notion open upon opens pose spoken option optional

8. fun funny office fusion bone bony bounce box voice won (ab)one unwritten

9. ton tone tune town tons tones towns toss Tuesday suit done down sudden those thus. yon yeoman

10. song sung son sons sun sunny soon Sunday snow suction zone chosen

11. chose choose origin join joins June John Jonah Jones Jonas Johnson Johnston ocean oceans shone shows

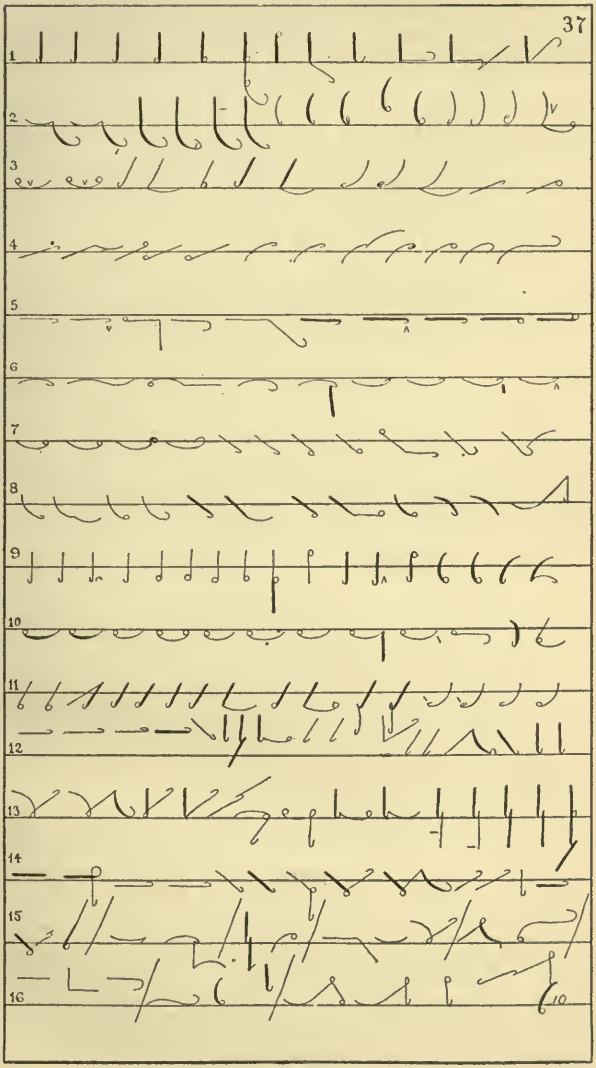
12. **F** or **V** hook. calf cave calves gave pave (ab)advertisement (ab)advantage advance chaff chafe tariff chief achieve review beef deaf (ab)difference

13. reserve reservation deserve derive river mischief sensitive defence define defeat devote divide devoid disadvantage

14. (ab)give exhaustive cough cuff puff above positive observe observation rough roof tough (ab)govern

15. (Expressions.) Observe the changes. In the meantime. Divide the loss. Keep in reserve. Receive a selection.

16. Can take action. Mention this advertisement. **Phrases.** In response, in receipt of, set of, we are in receipt of yours of the 16th.



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1. Can they finish a section? In this week. In this line.

2. On these lines. On those lines. On this motion. In this fashion.

3. Pay this. Pay those. At this. At those. As this. As those. Can this. Can those.

4. I am done. I can arrange it now. If it is done at once.

5. The machine runs easily. Can they see anybody? They saw nobody.

6. As they sow the seed, so do they reap. Observe the difference in time.

7. It may suit me Monday or Tuesday. Can they lay the sidewalk at once?

8. Saw the advertisement. Receive your answer. It is necessary. Mention this advertisement.

9. Make an advance. Make no defence. Are they in sight?

10. If this is the same. Divide the sessions. Devote the time. See it above the roof.

11. When it is done. If this is done. Gone down the river. Gone away.

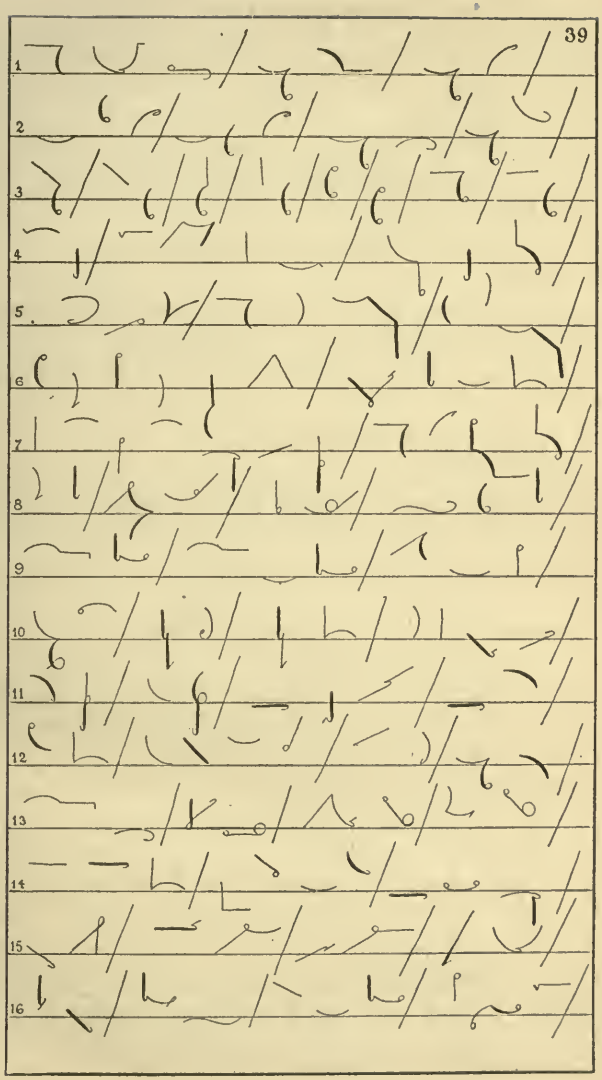
12. Save time. If by any chance. Are seen. In this one.

13. Make a motion. Deserve success. Refine the spices. Assign the spaces.

14. Can gain time. Took pains in vain. Gone since Monday.

15. Upon receipt. Gave the reason. Run the risk. Change the finish.

16. Advertise the above. Advance the money. Pay in advance. Stay as long as I can.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1. **H.** haw hay ham hammock hawk hack hall haul hail hale happy happily

2. hair harsh harrow Harry Harrison hearth harness hark hearty hardy harp

3. hat hate haughty hasten hasty hasp hassock hazy hawser hazardous harm harmless hash hatch

4. he high hem hymn hiccough hexagon heal heel hill health healthy

5. helm hereby herein hereon her hire higher hereof inhale inhalation enhance

6. heap hip heat hit height head heed hid hide hitch hedge hygiene hiss hisses

7. who ho hoe hew hue whom home homeless homes hook hog hogshead

8. howl hull hole whole wholly holy hollow wholesome unwholesome unharmonious unhealthy horse hoarse horrify

9. hurry horizon horrid hustle hush husk house hose hop hope hoop hobby hub hood hot hut huge

10. **Upward H.** hang haven havoc heavy heave heaven hive Henry hung honey hove

11. **H omitted.** half halves have had has his him how whose houses help behalf behave hear here somehow

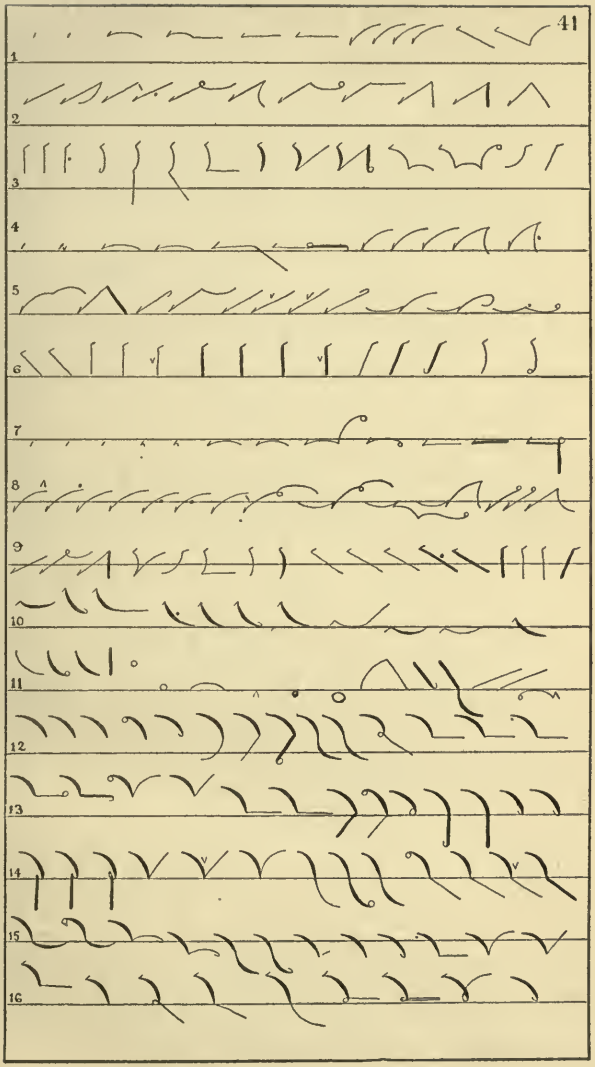
12. **W.** way weigh away sway wane wash watch wages wave wavy wasp walk wake awake

13. wax wagon swallow wary weak week wedge switch wise widen widow win wine

14. windy window Wednesday weary wiry willow wife wives weave sweep weep wipe web

15. wing swing women woman wove woven woe (ab)one won awoke woolly worry

16. **Wh.** whack why whisp whip whiff whisk whiskey whistle (ab)when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1. **Phrases.** He has, he is, as he, has he, as the, has the, is he, is the, has been, it has been, has done, is done, it is done.

2. I had the, I had a, and had the, and had a, I had your, and had they, and had this, I had this, I had been, (ab)I have been.

3. I have the, I have a, and have the, and have a, I have your, I have its, I have this, (ab)I have done, I hope you will, I hope you are.

4. (Phrasing drill.) And a, and an, and the, and as, and is, and it is a, and it is the, sees a, reaches the.

5. Pay a, pay the, passes a, passes the, possess the, are the, are they, receive a, receive the.

6. Pay this, at this, in this, on this, does this, and all the, in the, on the, in your, on your.

7. At your, at one, as many as, and as far as, as if it, and if it is, and as long as the, and as they are, and can they.

8. And at the, and if this is the, and also, and came, and give, and come, and go, and advise us, this is done.

9. As soon as it is done, I do, do they, I can, I gave the, I ask, I see, I am, I make.

10. I give, I come, I go, I use, as many as they, as many as it, as long as they, as long as it.

11. (Expressions.) He advises us. He had been here. As the case is now here.

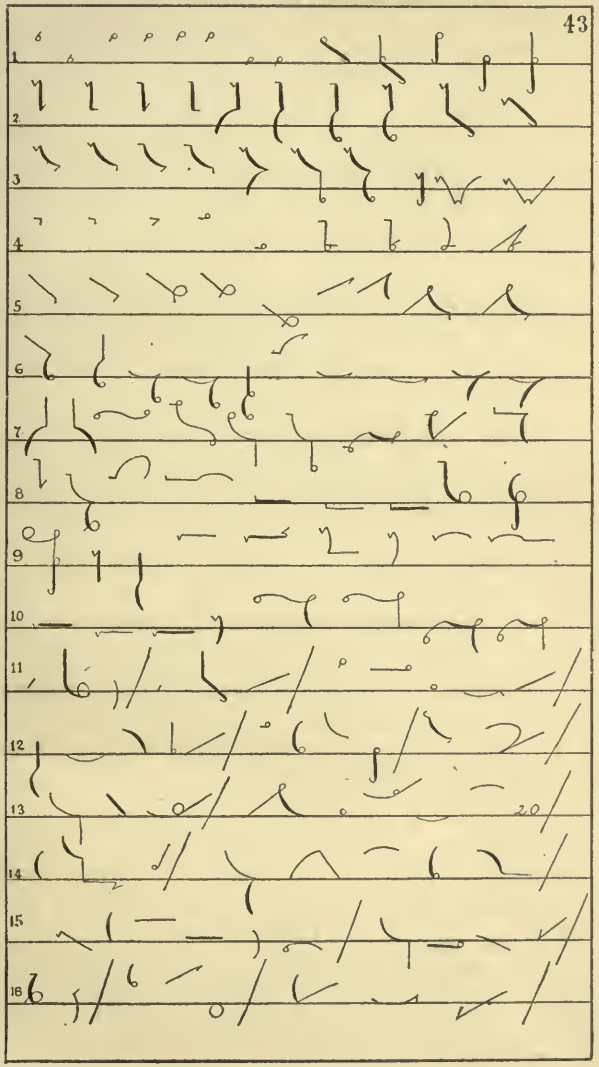
12. Do they know why it is here? And as this half is done. We have the machinery.

13. If it had been necessary. Receive this answer on May 20th.

14. They have taken the chance. If they help me this week.

15. I hope they can give us some. If it goes up higher.

16. And this is the house. These are the houses. They are in a hurry.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1. **Review.** a an and ah awe as has is his I eye

2. O oh owe whose houses he who can give come

3. new now had it do advertisement difference done half have your one

4. action else review ice idea item reserve deceive deserve

5. answer necessary reason receipt receive finish here higher change

6. Vowel marks used as **Word-Signs.** of off to too two we with how you without herewith

7. Word-Sign **Phrases,** etc. Of the, to the, of his, to his, may be, to be, we had, we do, had you, do you, we are, you are, are you, with the.

8. Can you, you can, we have, have you, you have, to do, to-day, to have, to give, to come, to go.

9. (Expressions.) Can have a talk with the men. You may exchange it. We ship to you to-day.

10. If you have the time. Ship it to our office. It came to us.

11. Although we have enough now. We may be ready. We may be done by to-morrow.

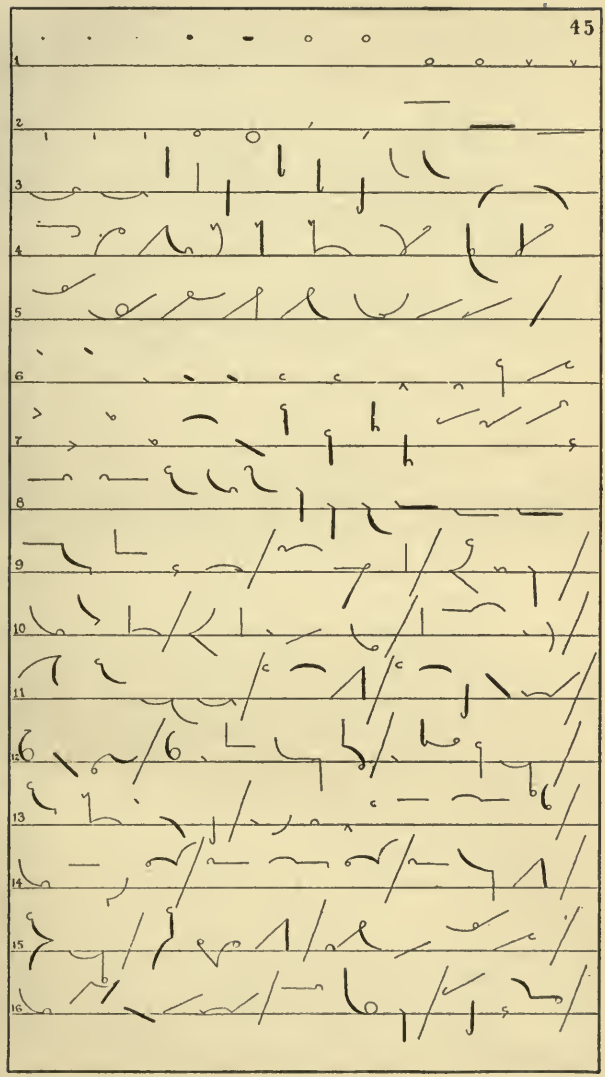
12. And this is to be as long. This is to take effect at once. To advance without notice.

13. We have an item of one ton. To show you how we can make these.

14. If you can show a sample. You can make a sample. You can have it ready.

15. We have your notice. We had your supplies ready. You receive our answer herewith.

16. If you arrange to be here to-morrow. Can you advise us to-day? We are done with the wagons.



1. **Abbreviations.** will shall wish usually was thank think them for four before thing anything nothing common

2. **Phrases.** Was the, was a, for the, for a, of it, of them, to them, of which, wish to, how much, we thank you, we shall be, we wish, we usually, I have seen them, I was, I was in a, I was in the.

3. I shall be, I thank you, I think they are, I think you will be, I will do, they will be, as it was, as it will be, you shall be, will you, you will, give you.

4. (Expressions.) Have you anything for us? We have nothing for you at this time.

5. He is usually here at nine. Upon receipt of same we shall. Are they for sale?

6. We thank you for same. We owe you our hearty thanks for your service.

7. Shall they come for it? We will do all we can for you.

8. You had gone before the message came. This is the usual advance in cotton.

9. We always have them at this season. If you will open this case at once.

10. We desire to have an agency in your city. I have known him a long time.

11. Advise us of any change. Anything you may do for me. I will be in town.

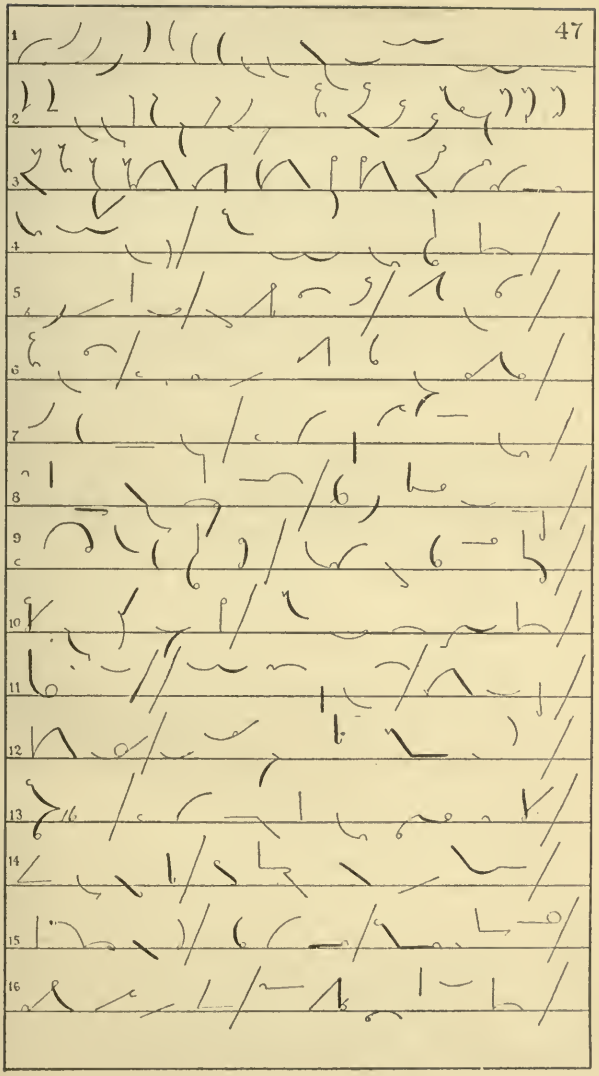
12. It will be necessary. In answer to your advertisement I beg to say.

13. We have yours of the 16th. We will keep it for you as long as you desire.

14. Check for the above difference. Has been taken up by our bank.

15. It remains to be seen. This will give you. We beg you to take the cases.

16. You receive herewith our check. You can reduce the sum at any time.



1. **Abbreviations.** general generally object subject advertisement advertise difference differ him which much.

2. **Comparisons.** Half if for, they though, these this those, me my him, each which much.

3. (Expressions.) How much can you take? It is our object. Why do you object?

4. Do they differ in any way? Have you anything to say on this subject?

5. In each of these. In which of these? In which of those?

6. Which will you take this time? We advertise in each issue.

7. How much do you generally have? They differ too much in height. Subject to the above.

8. The difference is easily seen by day. Does it make any difference to you?

9. May we ask you? We think our supply is too small for the season.

10. I will speak to him. If we can have two dozen this week.

11. They are for our hot-houses. Give this subject your attention.

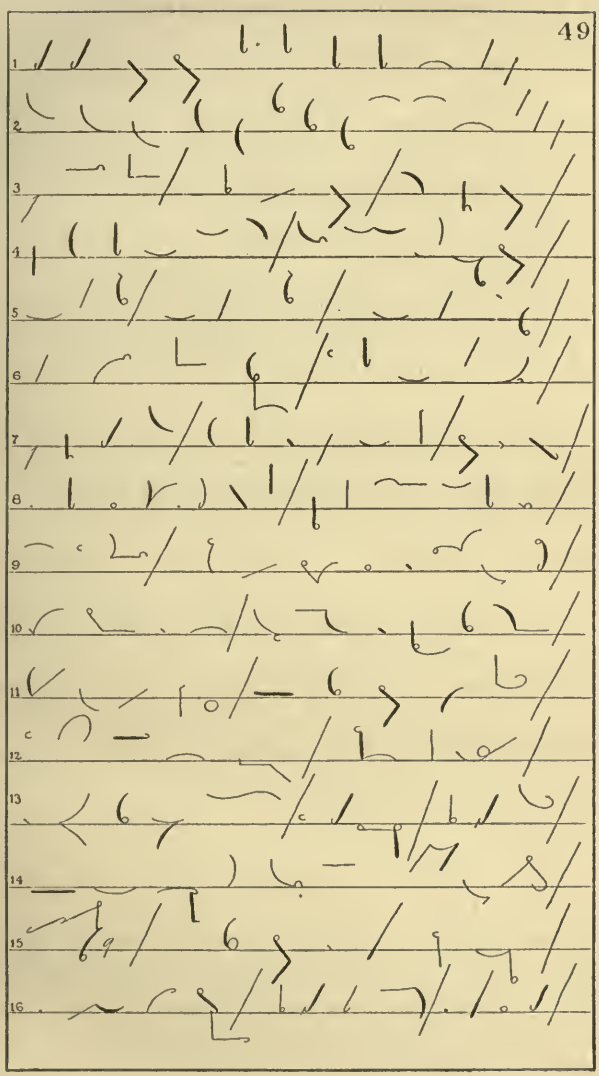
12. We also gave him a copy. We deem it necessary.

13. To ship this in your name. We generally succeed. It is generally the fashion.

14. Go on Monday and see if you can arrange for the reception.

15. We are in receipt of yours of the 9th. This is subject to change without notice.

16. The wrong line has been taken. It is generally the chief cause. The change is general.



R and L hooks.

1. rr kr pr tr chr gr br dr jr

2. rl kl pl tl chl gl bl dl jl

3. lr mr nr fr thr shr ngr vr wr thr yr zhr

4. ll ml nl fl thl shl ngl vl wl thl yl zhl

5. (r and l hook words) rare crane crab pray prays praise tray trays trace chair chairs

6. gray grass grace brass brace brave draw draws dray jar jars

7. rear cry cries per press price tree try tries cheer cheers

8. green grease agrees brief bring dress dry dries germ

9. roar cross gross proof produce broom true drew drum juror

10. rail rule class close glass gloss place please plows able bill blue

11. tall tell tool deal dull chill gill Mr. more near nor

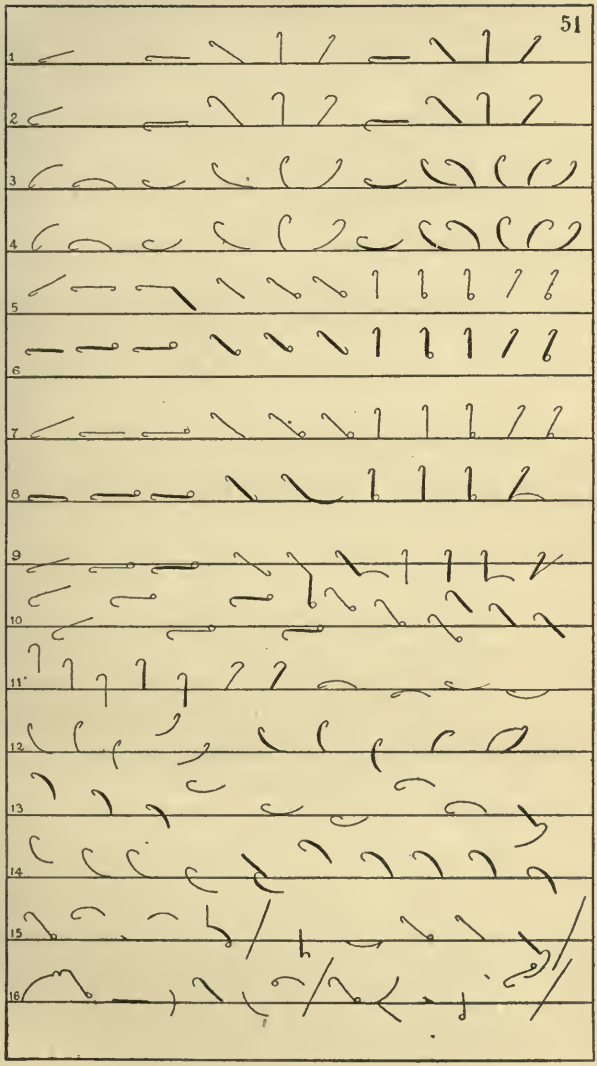
12. free three through share shore very either other year leisure

13. ware were wore nail kneel null mail mill bushel

14. fall flee fly flow bevel wall well wheel while wool

15. Please mail to me at once. Do you know the price per bushel?

16. Will you please give us bill for same? Please ship two tons of rails.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1. **Kr.** care car crack crave crane crayon craze crash

2. acres crab carboy carbon carriage cargo carman cramp

3. carnation crank crawl careless (ab)carelessness carry carrier cracker

4. talker shaker lacquer maker baker baker's packer fakir walker

5. cry cries crease creep creeper creak creek cricket

6. crisp crib creosote kerchief christen kerosene cream crimp

7. cremation Christmas crimson increase incurable incur

8. recurs recrosses recurrence excursion picker weaker decrease checker

9. crew cure cross coarse course curve corn crown (ab)corporation

10. crop crops curb crowbar crossbar corroboration (ab)correct

11. crock crockery cork cursory crossroad curl curly

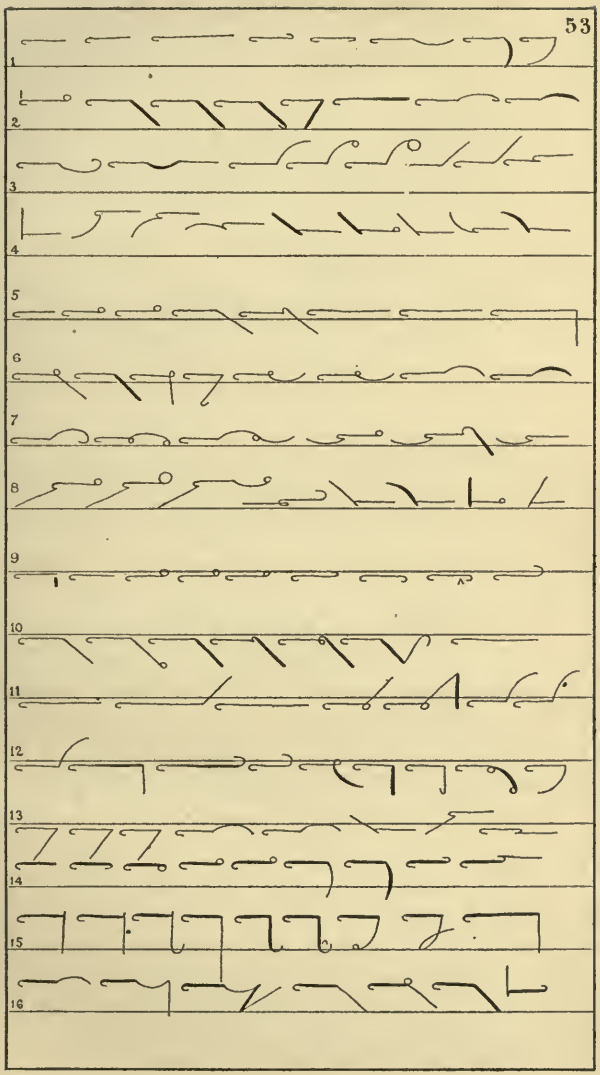
12. cruel corrugate corrugation corrosion corrosive corrode curtain crosswise crush

13. crotch crutch crouch chrome crumb poker rocker chronic

14. **Gr.** gray grain grains grass grace grassy graze grave graphic

15. graphite gravity gravitation gratuity gradation graduation gracious graciously aggregate

16. gram guarantee granger grape grasp grab autograph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1. agree green greenish grief grieve egress agrees grease greasy

2. egregious eagerly gregarious Greek Grecian grievous grievance greedy

3. grip grim grimy gristle grizzly rigor rigorous meagre

4. degree (ab)disagree diagram biography vigorous geography engrave (ab)telegram

5. grow grew grove groove gruff groan grown gross grows

6. grossly growl grocer grocery grope group grub growth grudge

7. groom grumble sugar (ab)monograph (ab)monogram (ab)phonograph outgrown

8. **Pr.** pray prays praise praises prance partition prayer prairie wrappers prank caper

9. taper snapper vapor paper pepper per press price priceless prince prize preach presage (ab)prestige

10. precede preside presidency pretense pretty perceive previous previously privation prevention perfection preamble

11. prime primary premier prism presume presumption permission primitive primage

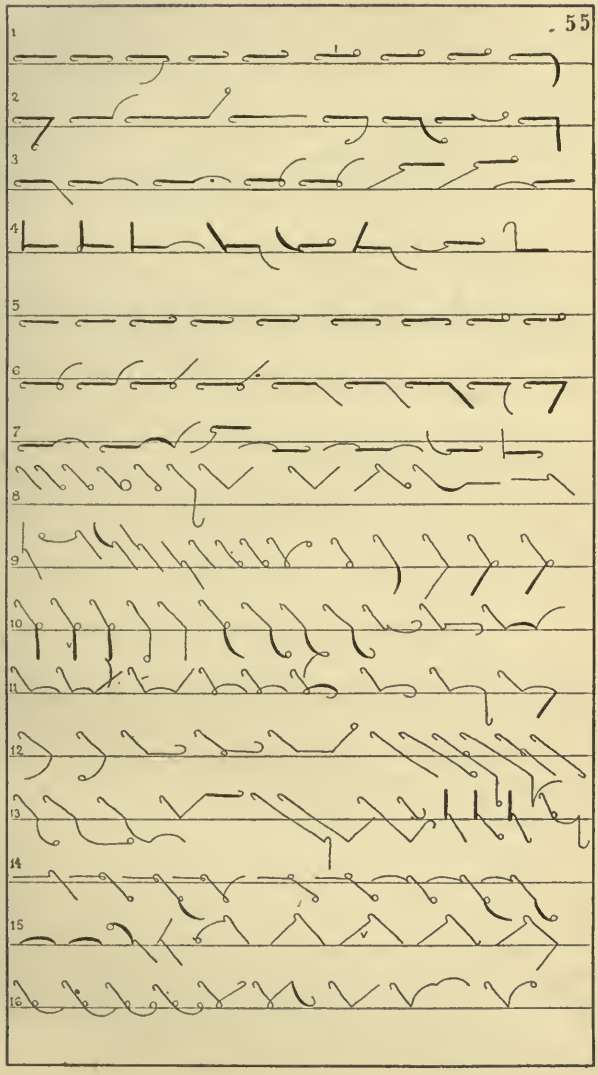
12. perish precious precaution persecution precarious prepay perhaps precipitous perpetual perspire (ab)perpendicular

13. preface prefix perform (ab)prerogative (ab)preparatory prepare preparation oppression deeper depress deprive presentation

14. keeper express expressive expressly expense expose impress impressive impervious

15. improvement improve sweeper cheaper sleeper repair riper reprove reproach

16. person prison persons presence preserve preservation prior (ab)preliminary perilous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1. prone prune proof prove proofs proves (ab)professor proffer prophet profit approve purse pursue pursuit

2. proceed procedure proceeds produce prudence providence (ab)professorship province proven provision provisional professional profess

3. profession profusion profuse profusely propound provoke provocation prong pronoun pronounce

4. prop (ab)proper (ab)property (ab)properly propitious propose (ab)purpose (ab)purposely (ab)prospective prosperous prosperity propriety probation prohibition prohibit probationary

5. approbation appropriation (ab)proportion (ab)proportionate (ab)proportionately proximo procure progress progressive programme

6. approach porch purchase purge prolific prolong promotion promise promisory

7. promiscuous chopper hopper copper cooper portion operation upper poor pure

8. **Br.** bar bare bear bears bars brass brace braces bark brake break

9. barren bran brain brainy brains brave bearer brag bargain bargains branch branches barges

10. barb barber barrel barley barely labor laborer neighbor barrow

11. brief brevity briefer bring brick brisk bristle brim breach breech bridge

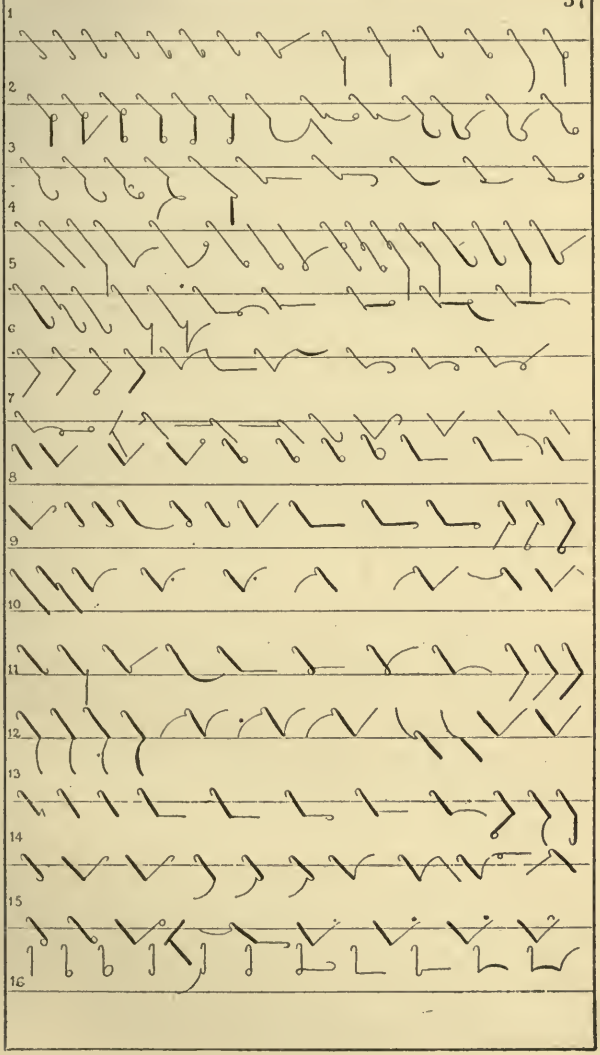
12. berth birth breath breathe liberal illiberal library fibre (ab)February berry bury

13. brow bur bore broke brook broken broker broom burgess broth burden

14. brown born burn brush brownish burnish broil burlap burlesque rubber

15. bronze bruise burns jobber unbroken borrow borough burrow bureau

16. **Tr.** tray trace traces train tarnish trains transaction track traffic tramp trample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1. trap transpose transpire translation trail hatter daughter auditor tare tarry (ab)chapter

2. tree try tries tier tire terrace term trim terms terminus

3. triumph tiresome tremble trench trip trespass tribune trick terrific trial trestle

4. beater bitter tighter determine (ab)determination destroy disturb heater terror (ab)territory creator

5. true (ab)truth trough torch trudge torture turbine trump trunk trolley truly

6. truss trusses turn turns turnip turnpike tropic troop truck turkey poetry outer

7. **Dr.** draw dray withdrawn drawn drain drainage drayage drape drapery dark darken drag drawback drawer

8. dare dairy ladder dear dry dresses dress dries drive dredge drip derrick direction dream

9. driven drink drill dearer drier drizzle leader elder spider feeder

10. reader rider readers redress dyer diary derivation drew withdrew drown

11. drove drop droop drug drugs drum drummer louder fodder powder

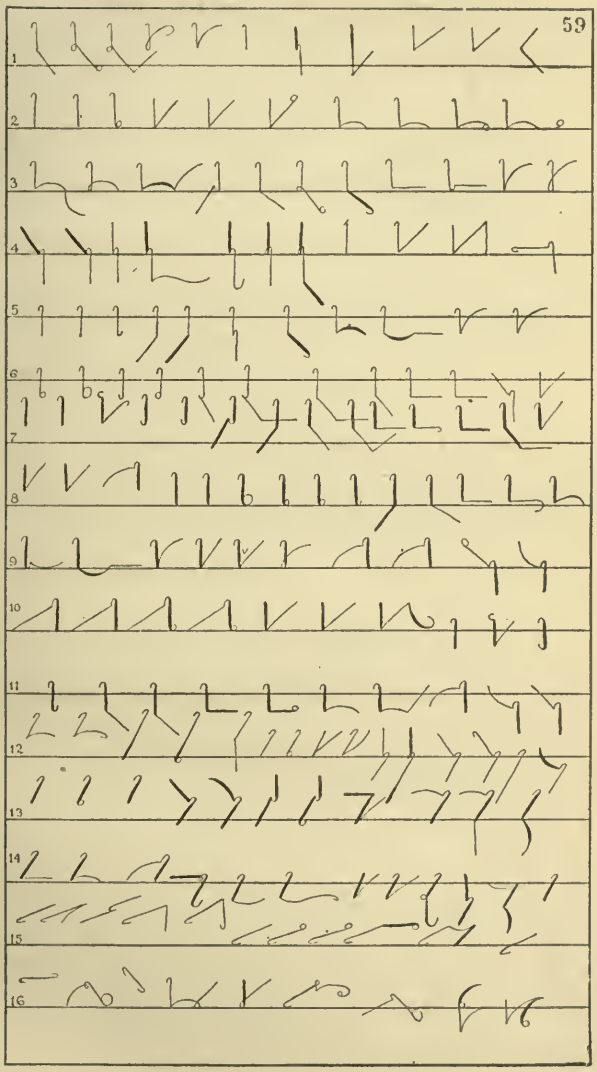
12. **Chr.** charm chairman charge charges charity cheer cheers cherry cherish teacher discharge pitcher preacher church voucher

13. **Jr.** jar jars (ab)larger badger wager (ab)danger dangerous gauger major majority Jersey

14. jerk germ ledger exaggeration journey journeyman jury juror (ab)jurisdiction dodger (abs)New Jersey junior

15. **Rr.** rare rarely rarer rarity Raritan rear arrears errors reorganize rearrange roar

16. **Phrases.** Care of, list prices, per annum, terms are, dear sir, errors and omissions, our prices, yours truly, truly yours.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1. **Kl.** call clay calls class clause classic classical calcine

2. calcimine calcium claim clamp (ab)calculation clash

3. clap clasp calipers calibre classify (ab)classification tackle (ab)mackerel

4. (ab)clerk kill kiln cleave cliff cleaver clean cleanse clinch

5. clinic clear clearance clearances clearness (abs)clerical mechanical technical

6. climax climb clip skill sickly cycle thickly ticklish

7. nickel incline inclose inclusive exclusive exclusively decline

8. trickle tricycle bicycle briskly fiscal physical fickle disclose (ab)declaration

9. declare likely circulation circular recall recline reclaim (ab)recollect cling

10. coal coil cool cooler collar collars scholars close clothes

11. clock cloak closer closely colossal cloth clothe clumsy

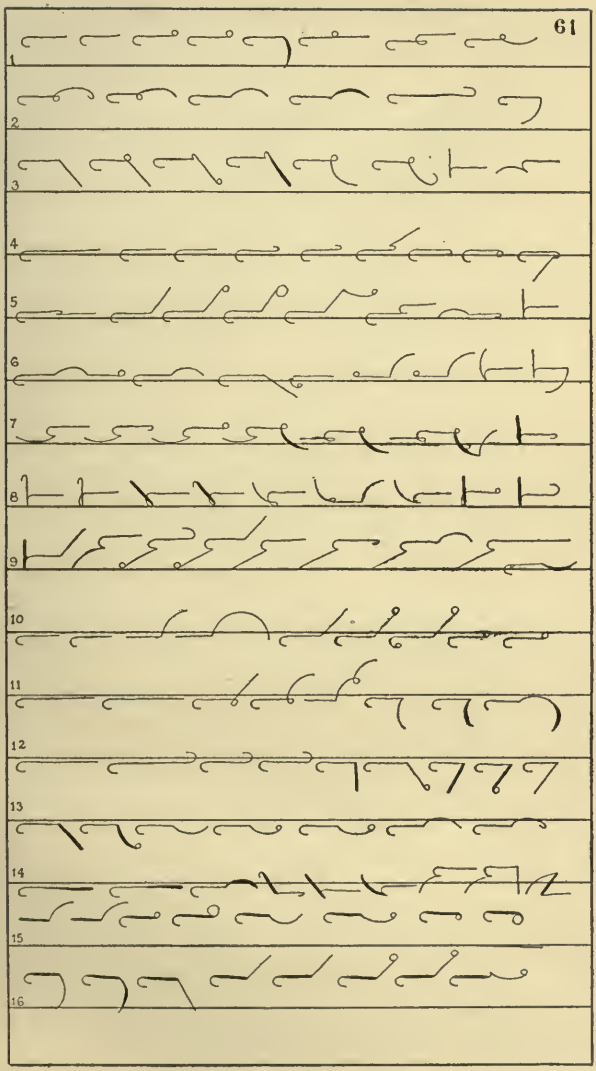
12. (ab)collect collection collation collision collide collapse college colleges clutch

13. club cloves colony colonies colonize column coalmine

14. clog colleague clump (ab)Brooklyn buckle vocal local locality (ab)logical

15. **Gl.** gala gale glass glasses gallon gallons glance glances

16. glassy glaze gallop gallery glare galleries glares galvanize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1. glee eagle glean glisten glycerine gleam glimpse (ab)neglect

2. engulf inglorious (ab)regular (ab)irregular regal wriggle legal illegal legally legality

3. glow glue glows gloss glossy gluten gulp globe glove

4. golf gulf glory glorious glossary gloom gloomy glucose

5. **Pl.** play pall pawl plan plans plain plane place places plaque plank plague player

6. plantation placid palisade plateau plaza splash chapel plea ply please pleases spill splice

7. peel pill appeal pillow pillar pillars pliers pledge

8. pilgrim people (ab)principal triple deeply display displace discipline diploma deplore implore

9. repel repeal reply replace replenish expel explore

10. explain plow pull pulp plows pulls plus pulse plums plumes plumage plumber

11. plumb-line plumb plum plump plumbago plunge plunger plush polish

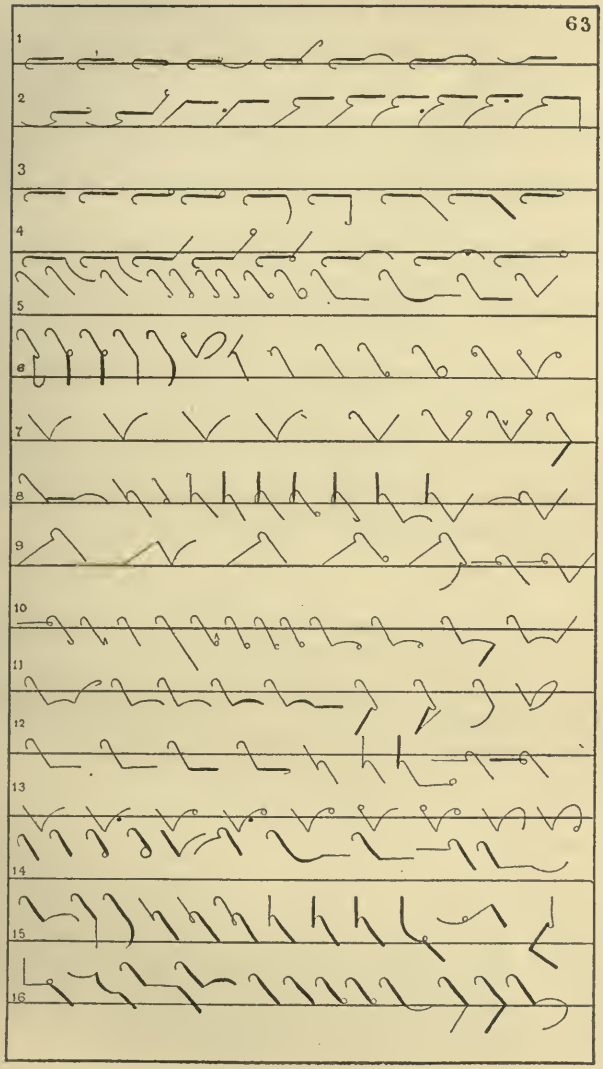
12. pluck plucky plug polygon pupil topple duplex couple gospel

13. pole pulley poles pulleys police supply supplies policy policies

14. **Bl.** able ball balance balances bale label blank black cable balcony

15. blame ability blaze payable passable plausible table dabble audible (abs)advisable answerable tangible

16. (ab)taxable (ab)navigable (ab)blackberry (ab)blamable bell bill bills bless billion bleach oblige blemish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1. belong libel liable syllable enable inability peaceable pebble pliable

2. bible feeble feebly feasible visible terrible edible disable (abs)disagreeable desirable reasonable

3. (abs)receivable responsible irresponsible irrepressible irresistible eligible illegible legible

4. (abs)miserable sensible insensible divisible enviable insoluble incurable

5. (abs)biblical bibliography republic republican reliable perishable below blow

6. blew blue blows blouse blown bluff bulb bullion (abs)problem probable probably probability

7. noble unable nobly curable crucible gobble globule

8. block bulk bulky bulge blush double due-bill trouble (abs)suitable possible possibly

9. bloom blossom blower blur bowl boil boiler (ab)objectionable

10. soluble (ab)polysyllable public publish publication publicity movable immovable monosyllable

11. (abs)unreasonable unanswerable noticeable unsuitable unstable undesirable

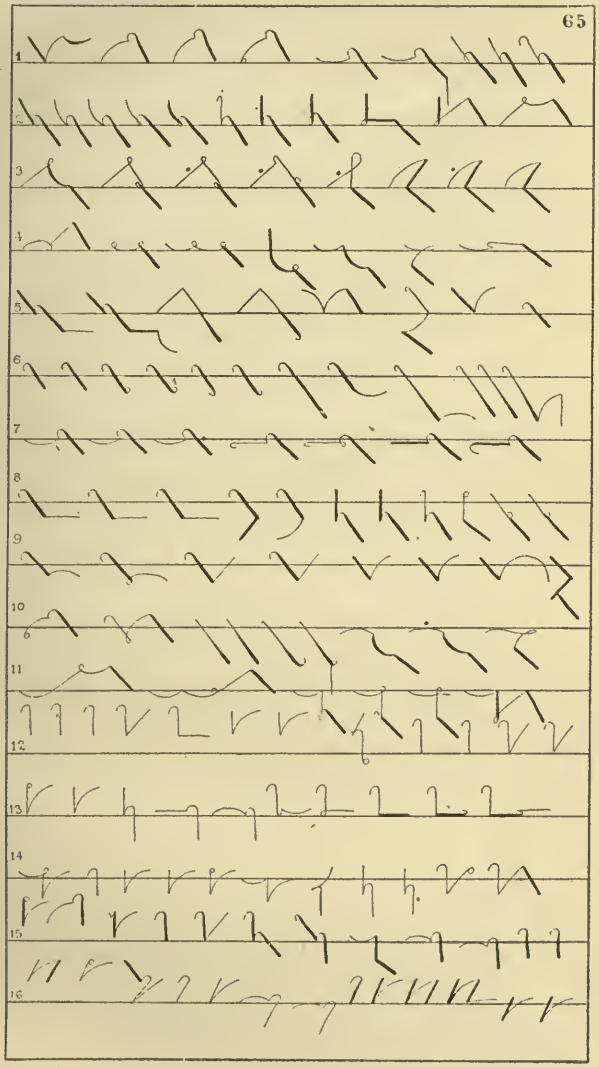
12. **Tl.** tall tale tail tailor talc tally tallow chattels tell till teller tiller

13. settle tile title kettle metal telephone (abs)telescope telegram telegraph telegraphic

14. instill toll toil tool subtle until shuttle total totally tolerance (ab)tolerably

15. **Dl.** saddle ladle idle deal dealer deleble bridle (ab)indelible medal muddle dull (ab)dollar

16. **Chl.** (ab)challenge satchel bachelor chill chilly Mitchell mutual **Jl.** gill jelly geology (ab)geological jolly July



1. **Rl.** rail (ab)railroad railway real really religious spiral early earlier .

2. oral royal royally royalty rural hourly neuralgia plural mural roll rule

3. **Phrases.** As far as possible, as soon as possible, railroad station, railroad depot, railroad company, railway company, bill of sale, in relation, as much as possible.

4. Ten days, ten dozen, terms are, right track, this city, out of, we hope, National Bank.

5. **Expressions.** When the train arrives. The traffic is heavy. If you try again you may succeed.

6. You are on the right track. Tarry until we arrive. We have a larger size.

7. Our terms are cash in ten days. Will they be ready for Christmas sales?

8. We guarantee all machines. We may use as many as ten dozen or even a gross.

9. Engrave this design. Dear Sir, We have your postal of May 10th, and beg to say.

10. On the Sixth National Bank of this city. Difference in price. They are too dear.

11. We are anxious to procure them. We hope to receive the empty jars to-day.

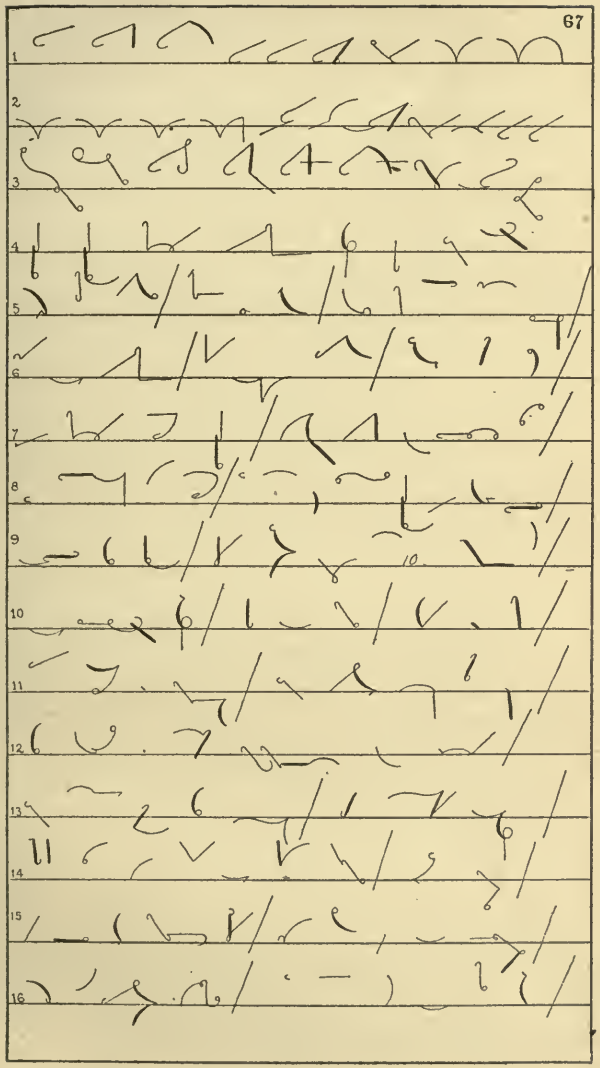
12. This finishes the major portion of the program for to-morrow.

13. We hope to make the journey this month. General Manager in this city.

14. An advertisement of the day of sale will appear in the daily papers. We wish to purchase.

15. Which gives them the perfection you desire. You will save much in expressage.

16. When shall we receive your illustrations? We can see no trace of them.



1. If you can give me the figures. They object to the price.

2. He will be on the same train. Do you rely on your memory?

3. Transship the iron. They are now on the track. If the crop increases.

4. It affects half of the increase. The decrease may be due to the high price.

5. Is this the preparation you wish? They are too small in proportion. If you will prepay.

6. Do you propose to engrave them? Is this the price per dozen gross? We will take a portion.

7. Live so you will deserve praise even if you receive none.

8. We shall take the proper precautions. We can attain some degree of perfection.

9. We notice an improvement. Out of proportion. It is too poor for our use.

10. We promise to pay. And if you will try them. If you will give them a fair trial.

11. We have yours of the 9th. This is proven to be true. Unless the price will drop.

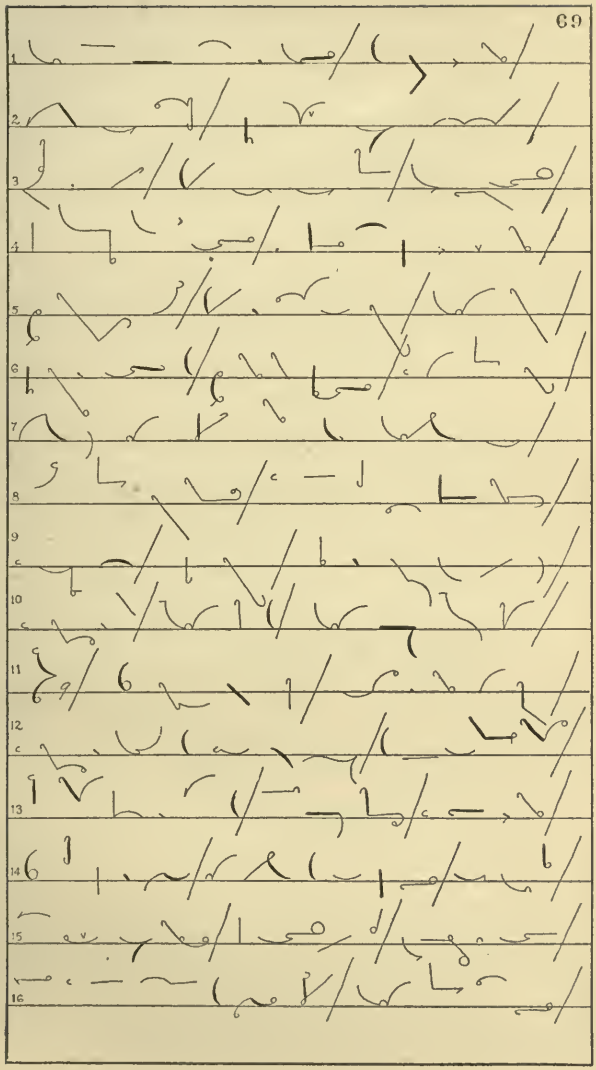
12. We promise to finish them within one month. They come in bags and barrels.

13. We had barely time to haul them. Can you give us directions? We agree to the price.

14. This is drawn out too long. You will receive them in due course. In a few days.

15. He may sign in your presence. It increases our chance. For the expenses you incur.

16. Of course we can make them as long as you desire. If you will take the same course.



1. They are in a high degree of perfection. It has a vigorous growth.

2. At an increase of. At a decrease. It will change the whole group in this way.

3. These are the gross receipts. Gross tonnage. We give you diagram herewith.

4. We are eager to hear the news. We agree with you on this subject.

5. We ship you five cars to-day. We shall give you a day of grace. In the aggregate.

6. If you agree to take the whole crop. It is as green as grass. It is a grave situation.

7. We forgot it in the press of business. The price has gone up. We prize it highly.

8. And this can precede the ceremony. He will preside to-morrow, He will proceed to-morrow.

9. We will proceed as soon as you are ready. It is a pretty piece of music. We have his permission.

10. This charge is for petty expenses. It was the prime cause. We presume you are done.

11. Your impression is correct. Will you pay this on presentation?

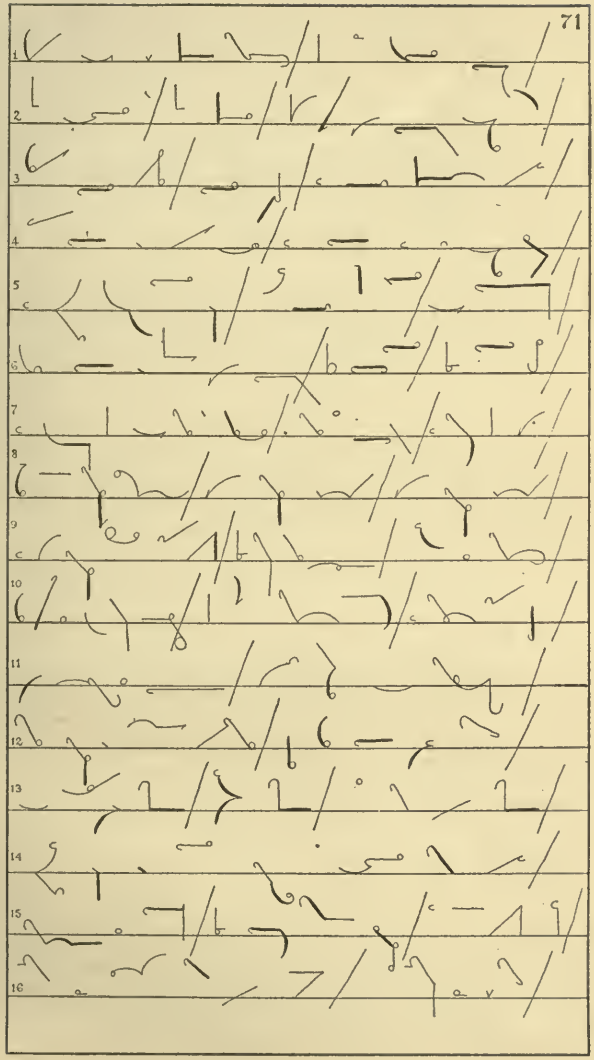
12. Please proceed to make the repairs. Does this agree with your plan?

13. In answer to your telegram. We have your telegram. As per our telegram.

14. We ship you to-day two cars of provisions and inclose bill herewith.

15. Plumbago is graphite. It is a greasy black substance. We can write with it.

16. A pawl is a small bar or catch. A plateau is a high plain.



1. **Lr.** lark larceny larynx angular large larger largely larva laureate

2. laurel lawyer layer auxiliary tabular learner learn learns

3. lyric secular singular circular (abs)regular regularity perpendicular peculiar enlarge

4. pillar cellular binocular vernacular similar simpler seller

5. dissimilar titular lore lure lurid lurk lurch coupler

6. roller ruler hustle hustler solar lower forlorn polar

7. collar cooler color jocular muscular globular ocular

8. **Mr.** Mars mar mark marks marker marine maroon

9. mariner mayor marry hammer marshes marshy marriage margin margins

10. marble clamor grammar armor admire (abs)admiral admirable March

11. Mr. Mrs. mere merry mire America mercury miracles

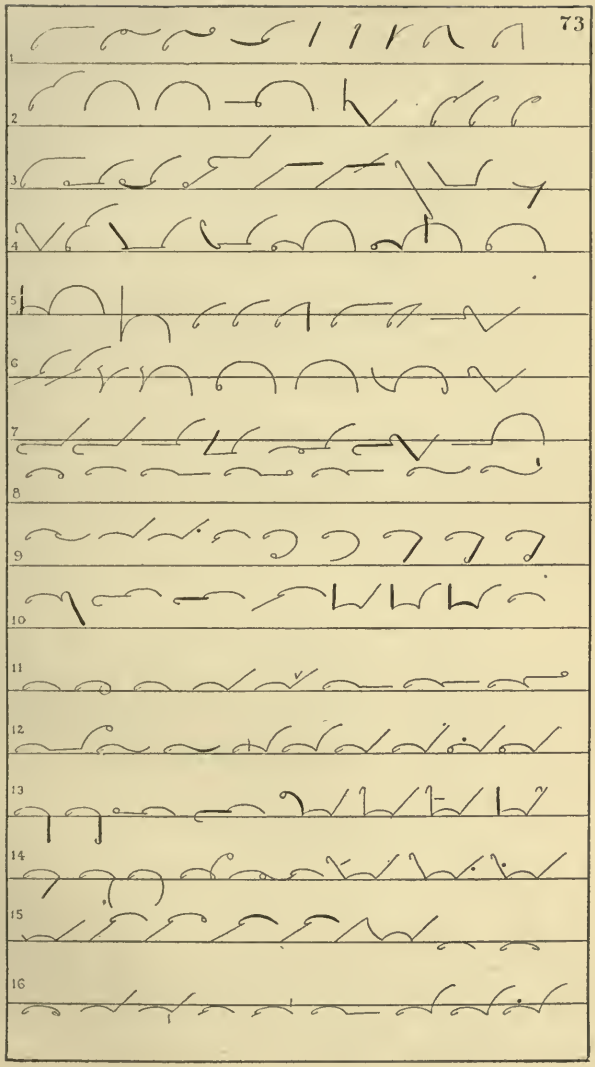
12. miraculous merino meringue merely merrily merrier mirror simmer smear

13. myriad meridian schemer glimmer swimmer trimmer tremor demure

14. merge mirth mercy merciless misnomer premier primary primer

15. to-morrow (ab)remark (ab)remarks (ab)remarkable (ab)remarkably (ab)reformer more mourn

16. mourns morrow mower humor Homer Morocco moral morally immoral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1. humorous numerous numeral numerical muriatic muriate (ab)mortgage

2. tumor drummer rumor comer (ab)customer gossamer summer (ab)murmur

3. **Nr.** narrow narrowly narrower narration narrate narrative (ab)narcotic banner tanner

4. manner mannerly grainer gainer plainer parishioner (abs)practitioner January

5. near inner nigher signer senior nearness nearer nearly

6. nearsight nerves nervous nervously miner minor minus imaginary

7. pioneer spinner petitioner finer (ab)venerable veneration veneer winner beginner

8. tenor tenure dinner designer demeanor pensioner (ab)preliminary cleaner

9. listen listener ignore examiner engineer nor honor nurse nourish

10. north (ab)northern (ab)northwestern owner sooner (ab)commoner corner mourner

11. donor joiner (ab)junior gunner runner nursery domineer (abs)monarch governor

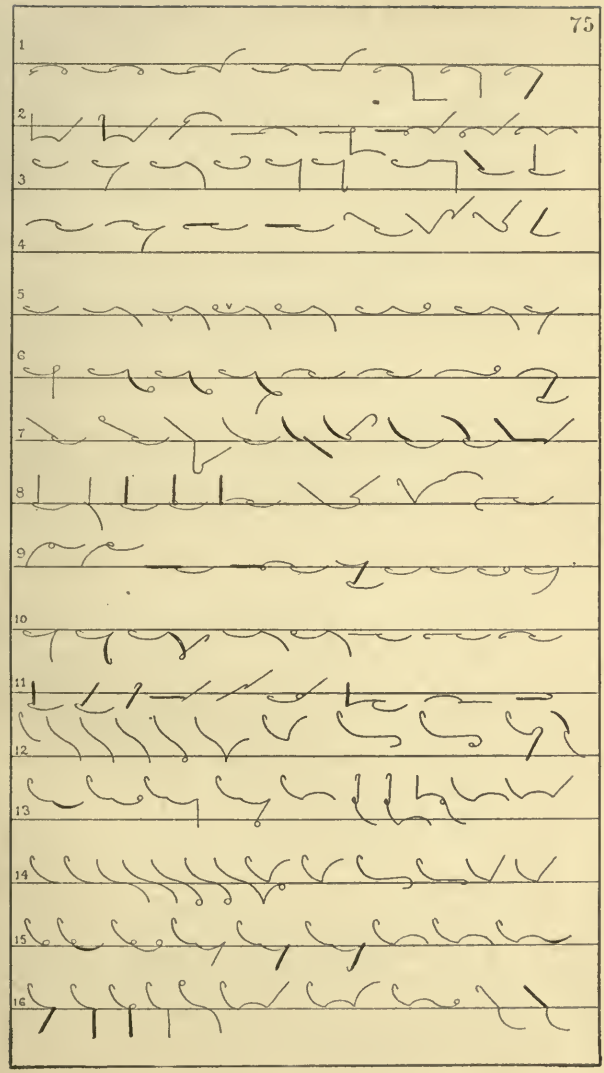
12. **Fr.** fray far fare fair affairs fairly frail fraction fractions fragile wafer

13. frank fairness Fahrenheit franchise frame (abs)transfer transform atmosphere farm farmer

14. free fry fear fire fears fierce fearless freely ferrule friction firkin ferry fiery

15. freeze freezing fierceness French fringe fire-engine firm affirm affirming

16. ferriage Friday fireside ferret cipher firmer firmly firmness (abs)prefer before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1. fireproof fireplace fire-brick fresh freshen ferocious freshness freshly

2. fire-surface fresco fire-escape fire-clay infer decipher defray deform defer

3. (abs)inform reform refer reference misinform misfortune

4. frown froze force furl furnish forge forehead (ab)forcible (ab)forcibly fusible purifier offer suffer

5. foreign furnace frozen foreigner forth fourth fork frock frog forego

6. frugal frolic (abs)from for four forthwith forever forgave forgive forgotten

7. (abs)forenoon foresee fortune fourteen foresight forestall foretell forbear fore-runner foreclose foreman

8. (abs)form formation former formerly forsake forsook forsaken

9. (abs)uniform formal formally formality forms forget forgot

10. **Vr.** vary various variation variety adversely variable variance varnish

11. (ab)average (ab)favor favorable favorably (ab)very every ever verse version aversion verily severe sever

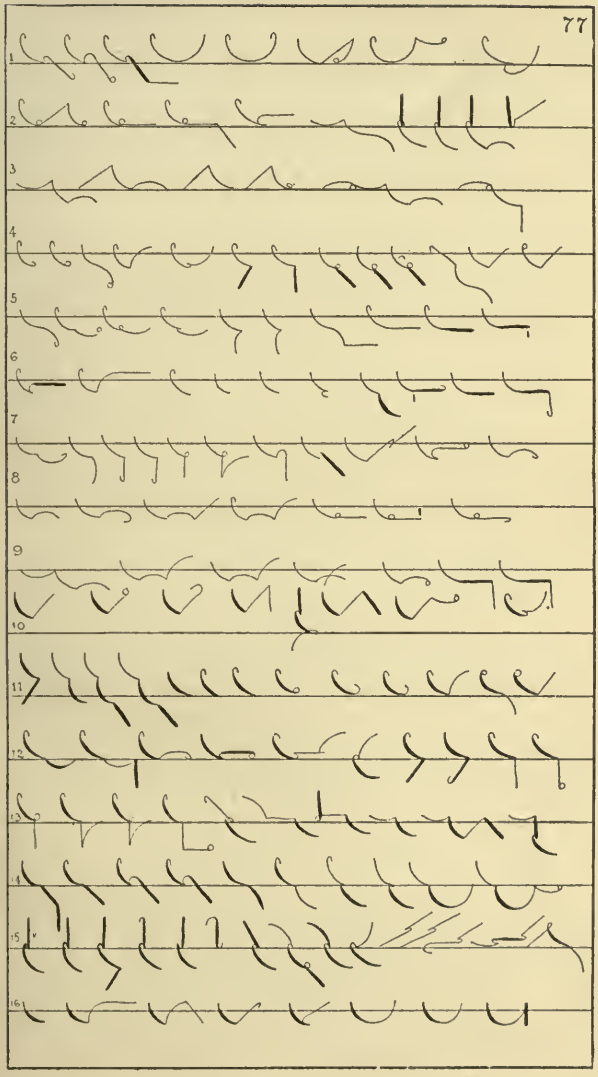
12. everything veranda vermin (ab)evergreens vernacular lever verge (ab)Virginia virtue virtuous

13. veracity virtually versatile vertex persevere (ab)recover (ab)discover (ab)never invariably endeavor

14. (ab)everybody verb verbal verbally (ab)every-one verify fervor fever (abs)feverish feverishness

15. diver devour diverge driver (ab)Denver (ab)deliver (ab)behavior reversible weaver shiver river revere clever engraver receiver

16. (abs)over overlook overlap over-run over-rule over-issue over-shoe over-shadow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1. (abs)overdo overdue overdoes overdose overdone overdrawn overturn oversight overtaken overtime overwhelm overcome overgrown

2. (abs)overcharge oversee overbear overpay overpower overflow overvalue overhead overhaul overhear overhang

3. voracity vortex drover hover lover mover poverty observer clover

4. (ab)cover universe university universal (abs)forever however governor pulverize moreover

5. **Wr.** war ware wear aware warn wares warehouse swear wary warm swarm anywhere

6. warp wharf wharves where whereas wherein whereon whereunto whereby whereupon whereof wherever wheresoever

7. wherewith wherewithal wherefore everywhere were wire weary wiry wearily whirl

8. beware piecework (abs)brickwork ironwork earthenware tinware Delaware overwork work workmen

9. wore worn worry worm worthy worth worthless worship no-where unaware unworthy

10. **Thr.** author author's authorize authority (abs)there their theirs thereat therefor therefore thereof therefrom thereupon thereby therewith therein thereon thereunto

11. ether either hither three thrice threaten thirteen thirty thirsty threepence thrive ethereal thrill thresh

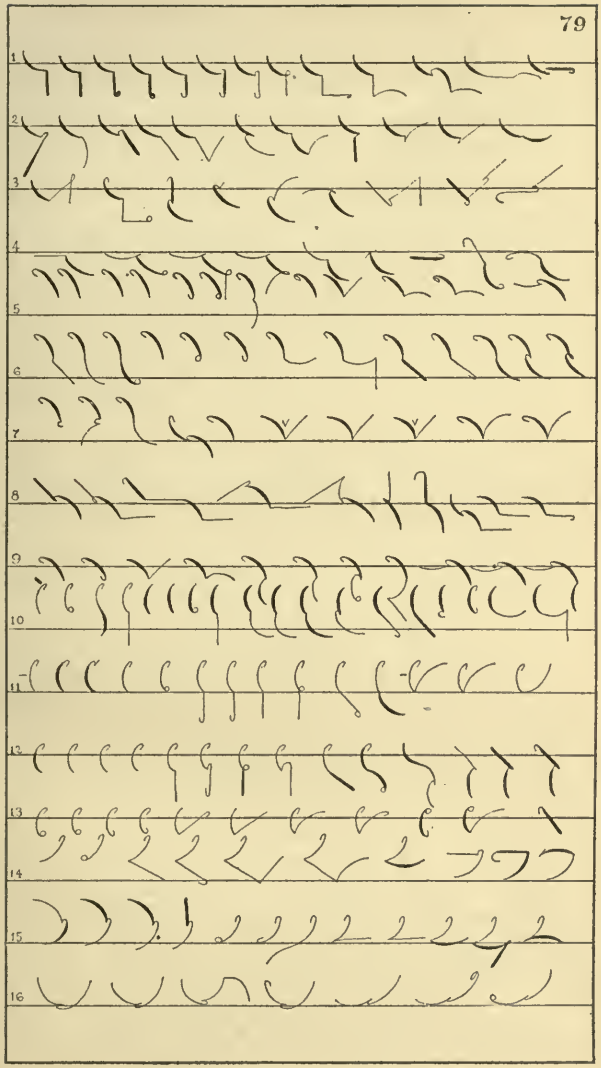
12. other throw threw through throughout through-train Thursday throttle throb otherwise overthrow pother bother brother

13. throws throes thrown throne thorn thorough thoroughly through-line (abs)southern southerly brother

14. **Shr.** and **Zhr.** share shares sharp sharpen sharper sharply shrank cashier (abs)glazier Hampshire

15. erasure washer washery dasher shears shrine shrill shriek shirk shrink shrinkage shrimp

16. fisher fissure finisher fresher insure insurance censure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1. leisure leisurely pressure pleasure sea-shore seizure treasure treasury treasures treasurer displeasure (ab)extinguisher

2. exposure measure measures measurably immeasurably (ab)enclosure shore sure assure azure usher shower

3. shrub shrubbery shrug shrunk shrunken polisher burnisher (ab)publisher crusher (abs)closure foreclosure New Hampshire

4. **Yr.** yarn yearn year yearly yearling year-book yore York (abs)your yours Europe European New York

5. **Ll.** Carlisle parallel (ab)parallelogram lily lilac lull loyal lowly

6. **Ml.** male mail mails mail-car (ab)amalgam malaria malarial mail-train

7. malleable familiar (ab)familiarly abnormal animal namely

8. mill meal melon million millionaire milliner millinery

9. mellow mealy milk (ab)milligram miller miller's mill-wright

10. timely tremulous female vermilion militia enamel

11. mileage melody melodious mill-work formal formally (ab)formality

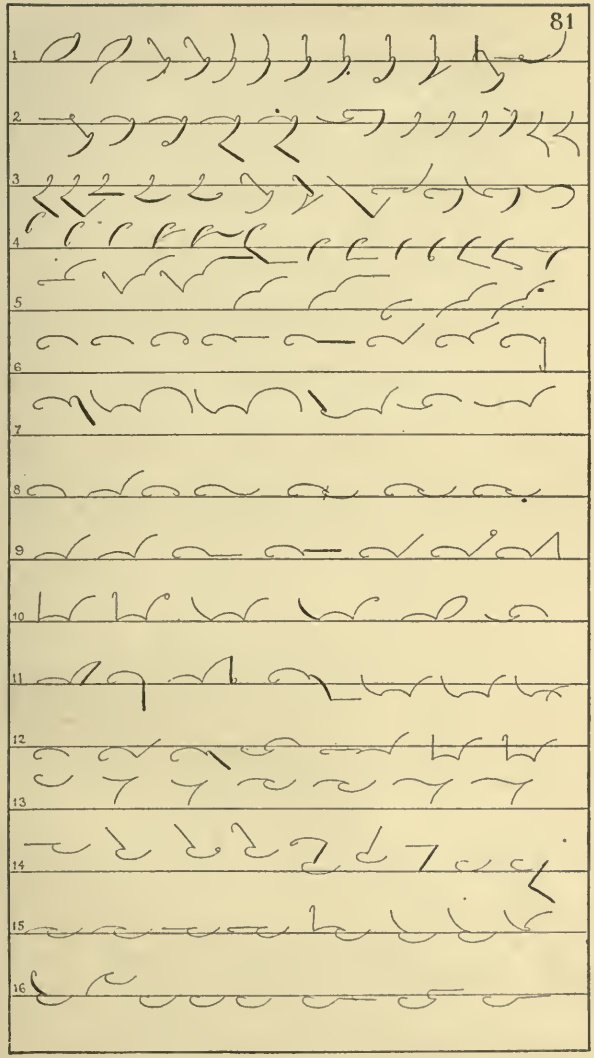
12. mule molar mulberry normal corn-meal oat-meal turmoil

13. **Nl.** nail annual annually manly mainly manual Manila

14. canal panel painless plainly marginal channel (ab)acknowledge kneel ineligible

15. meanly (ab)mineral keenly kernel terminal final finally finely

16. vernal lineal knoll null annul unlike unlikely unlock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1. colonel colonial only unless unlatch openly tunnel funnel (abs)funeral knowledge

2. **Ngl.** angle angular mangle wrangle spangle tangle daringly charmingly amazingly

3. alarmingly laughingly mingle single singly seemingly swimmingly

4. willingly feelingly obligingly perseveringly wrinkle jingle tingle triangle (abs)English England

5. smilingly tremblingly appealingly kingly right-angle enticingly exceedingly

6. untangle grudgingly touchingly wrongly unwillingly lovingly provokingly bungle

7. unerringly unknowingly knowingly longingly cunningly Mongolian

8. **Fl.** fall flaw fail falls false flaws flashes fallacious failure fallacy

9. flake flakes flax flask falsehood (abs)flange flavor careful carefully faithful

10. flap flaps flabby falsify flare fallen flanks phalanx flame flannel

11. flee fly fell fill feel fellow fleece flies flesh fellowship

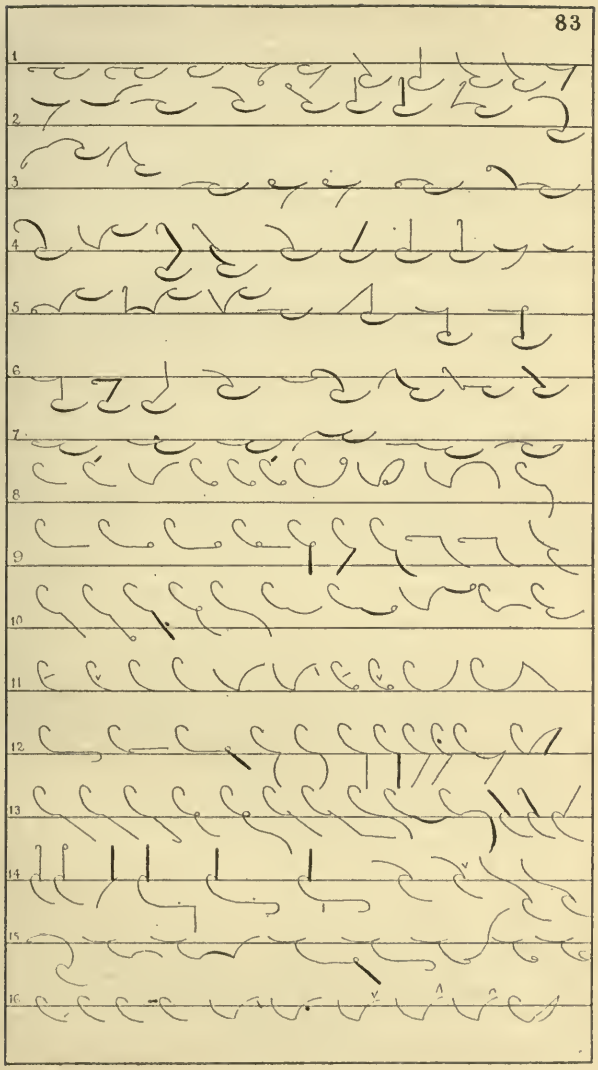
12. affliction flicker flexible filth fleecy affiliate (ab)Philadelphia filch flitch flinch philology

13. flip Philip Philippine philosophy philosopher (ab)philanthropy (ab)philanthropic flier fling flimsy befall briefly chiefly

14. trifle stifle defile deflect deflection defalcation refill rifle fearful fearfully

15. merciful inflame inflammable inflexible inflection influential influence (ab)influences

16. flow flew full awful follow folly foil foul fuel flourish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1. foliage fluency fulfill flour flower floor fulness flung muffle ruffle roughly Florida

2. flora flurry flowery floral flocks flux follower youthful

3. **Vl.** vale veil avail valise valley value valuation valuable valueless (abs)Jacksonville Danville Nashville

4. valid validity valor available marvelous arrival evil vial vile village velocity violence violation

5. violin level develop envelop envelope invaluable (ab)festival frivolous Green Valley (abs)Greenville Phœnixville

6. (ab)privilege bevel rival reveal shrivel vowel volley shovel (ab)vulnerable voluble unveil novel novelty

7. volume voluminous volcanic vulcanize vulgar (abs)Louisville Somerville

8. **Thl.** pathless pathology faithless Ethel theology theologian breathless deathly earthly mythology ruthless toothless (ab)ornithology

9 **Shl** and **Zhl.** shawl shale (ab)shall shallow casual casually glacial marshal martial palatial rashly harshly

10. shell shyly shellac shelf Schiller special specialty (ab)especial (ab)especially (ab)presidential (ab)differential freshly initial

11. shoal (ab)usual (ab)usually (ab)unusual social socially bushel crucial (ab)substantial (ab)substantially official foolishly **Yl.** Yale yell yellow yellowish Yule

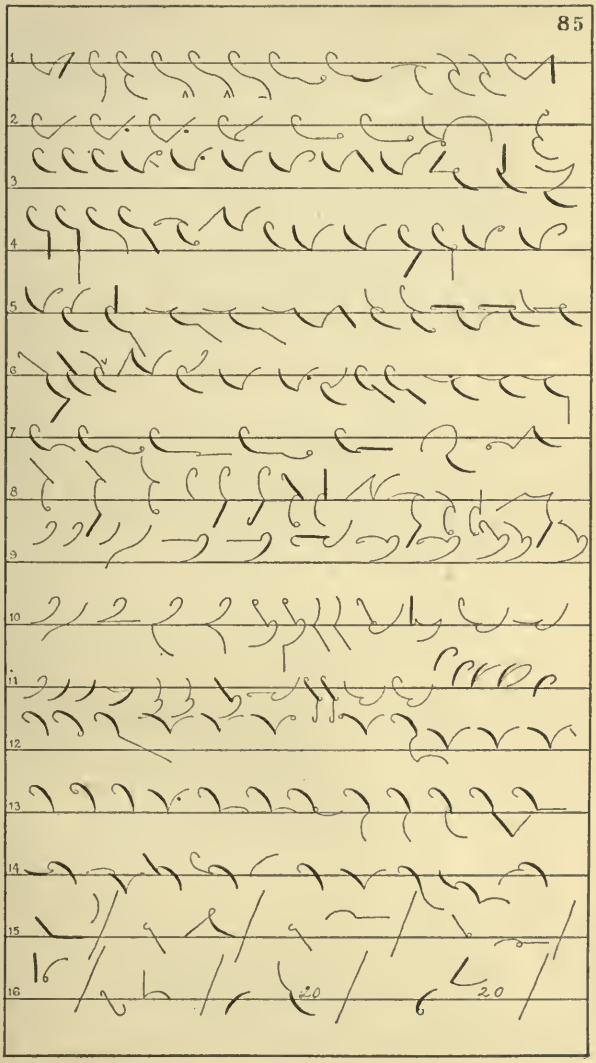
12. **Wl.** wall walls (ab)wall-paper wail whale Wales swallow Waltham weal wheel willow

13. well swell while wily wheelmen William Wilson wealth wealthy welfare wheelbarrow (ab)welcome

14. inkwell meanwhile bewail fly-wheel (ab)will wool woolly wolf overwhelm oil-well

15. **Omissions** in Expressions. Beg to say. We hope to receive. We hope to make. Piece of music.

16. Day of sale. Portion of the time. Your favor of the 20th. Yours of January 20th.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1. **Abbreviations** reviewed. an and has can acknowledge March machinery examination any-one anything Nashville

2. carelessness calculation classification half favor favorable favorably farm have available valuable average

3. transfer satisfaction had advertise advertisement advantage danger dangerous Danville advisable admirable thank there their theirs therewith

4. therefore therefrom thereof thereon therein was challenge change changeable charge chargeable January Jacksonville large larger shall railroad

5. give signify signification significance him Mr. Mrs. mineral misfortune miserable

6. neglect never inform invariably enviable sensible incurable thing English

7. his with principal principally perishable prefer privilege specification suspension behalf before Phoenixville festival very Virginia Philadelphia preliminary clerical

8. territory differ difference Denver telegram deliver Delaware declaration determination dissatisfaction disagreeable desirable reliable welcome

9. think them especial especially which general generally hear here herewith regular irregular regularity remark remarkable legible help

10. receivable responsible reasonable republic republican refer reference iron-work earthenware

11. customer movable mortgage New York New Jersey New Hampshire unsuitable unusual unusually

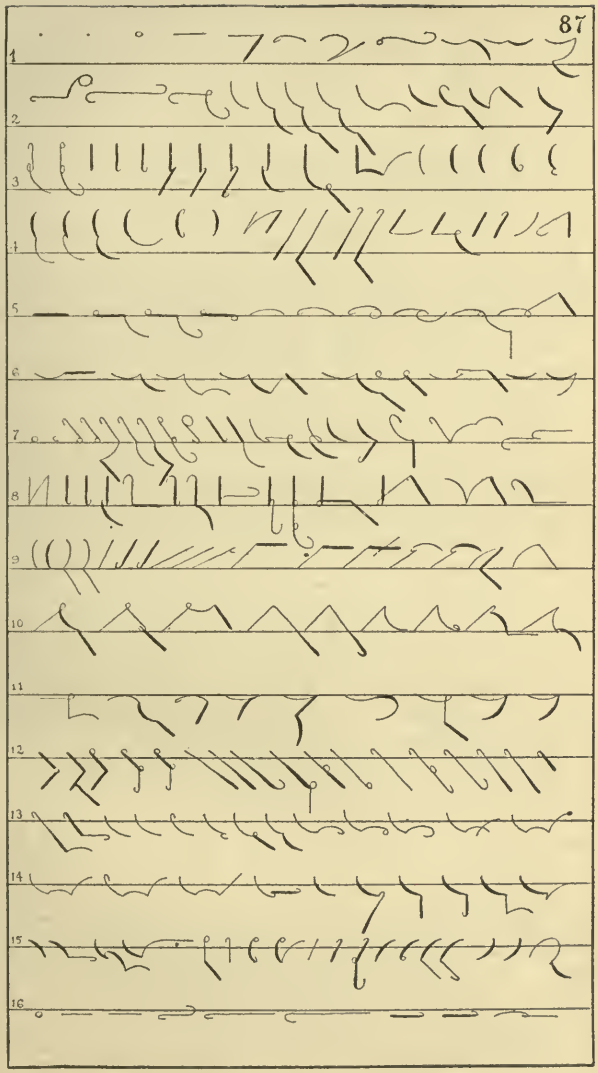
12. object objectionable subject substantial substantially public publish publication publicity possible purpose proper prospective proportion probable probably brother

13. problem Brooklyn for four from forthwith forcible forever foreman forms formation formality formal

14. formally formerly former phonograph over overcharge overdo overdone overtime overhaul

15. one workmen overwhelm overlook suitable truth southern southerly much junior jurisdiction your yours Europe European usual usually Louisville

16. whose come common corporation correct collect govern governor monarch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1. **Skr.** scrap scrape scraper scratch scratcher screech scrip screen scream

2. scare scarce scarcely scrawl scramble secure securely scribble

3. Scrub scruples scrupulous scrupulously score scour screw-driver scroll

4. (sk used for skr) transcribe describe prescribe proscribe subscribe (abs)description prescription inscription subscription

5. **Spr.** spray sprain sprang sparingly sprig spring sprinkle supreme superior (ab)surprise (ab)surprisingly (ab)surprises spruce suppress supper spurious

6. spurn sprung (ab)superscription **Str.** straw stray administration demonstration stress strife strenuous strike stricken striven stride stripe strew

7. **Phrases.** In all, in all the, in all their, I am aware, I am sure, you may be sure, as there, as there is, there is, there are.

8. There will be, there may be, there may be some, there is nothing, there is no possible, there is no difference, there has been, as there was, there are other, was there.

9. All our, smaller than, larger than, where has this been, where is this to be, whereby you will, whereas it is, wherever it is, per day, perhaps it is, per hour.

10. Ever yours, every day, very truly yours, vice versa, as well as, as well as possible, by express, deeper than, higher than, in reference, with reference, we refer you, we refuse.

11. Is there, in so far, more than, more or less, more and more, other than, your own, yours very truly, yours is, yours is the, yours is a, does this, for sale, over and over, over and above, from you, from the, from a.

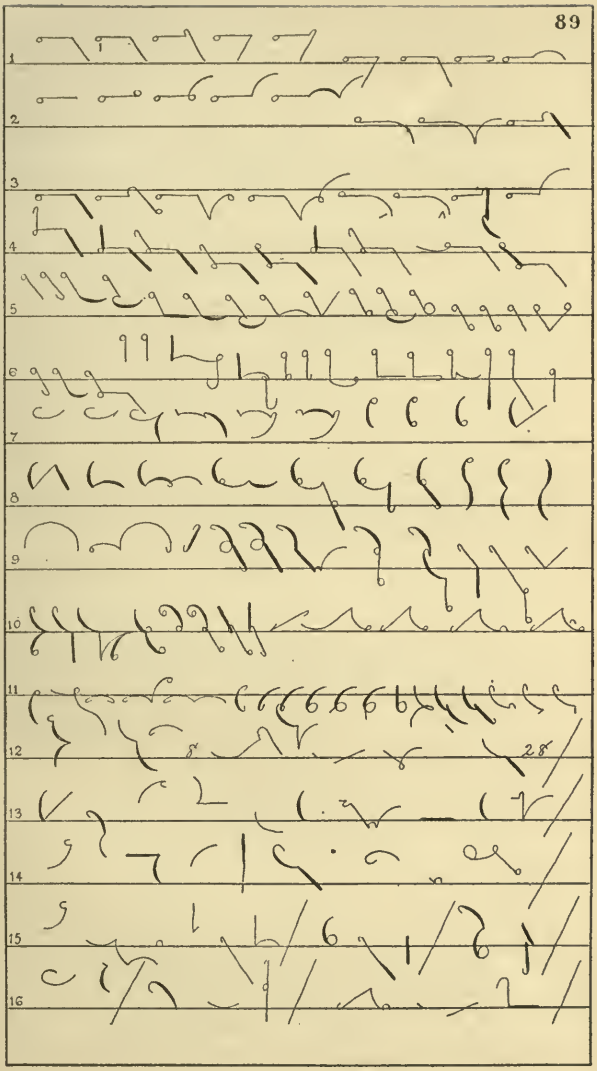
12. (Expressions.) We have your favor of March 8th in reply to our postal of February 28th.

13. They are worth all we ask for them and we hope you will give them a trial.

14. We shall gather all data available and mail to you as soon as possible.

15. We shall inform you at the proper time. This is probably due. Where this has been done.

16. In all of them. While in transit. We refer you to our telegram.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1. At such a reduction we will sell them only on these terms.

2. If you can furnish them at a lower price please advise us.

3. The paper is published regularly. It comes however at irregular times.

4. The lawyer is in his office. He was one of the signers of the declaration.

5. The annual inspection will occur in a few days.

6. In reply to yours of the 8th of March we enclose plan of the iron-work herewith.

7. Please be sure to call on Mr. Brown before Saturday.

8. We hope you will obtain a fair share of the business at this place.

9. You will receive them from our warehouse before to-morrow noon.

10. We receive praise for our wares wherever we sell them. We guarantee satisfaction.

11. We can hammer wrought iron more easily than malleable iron.

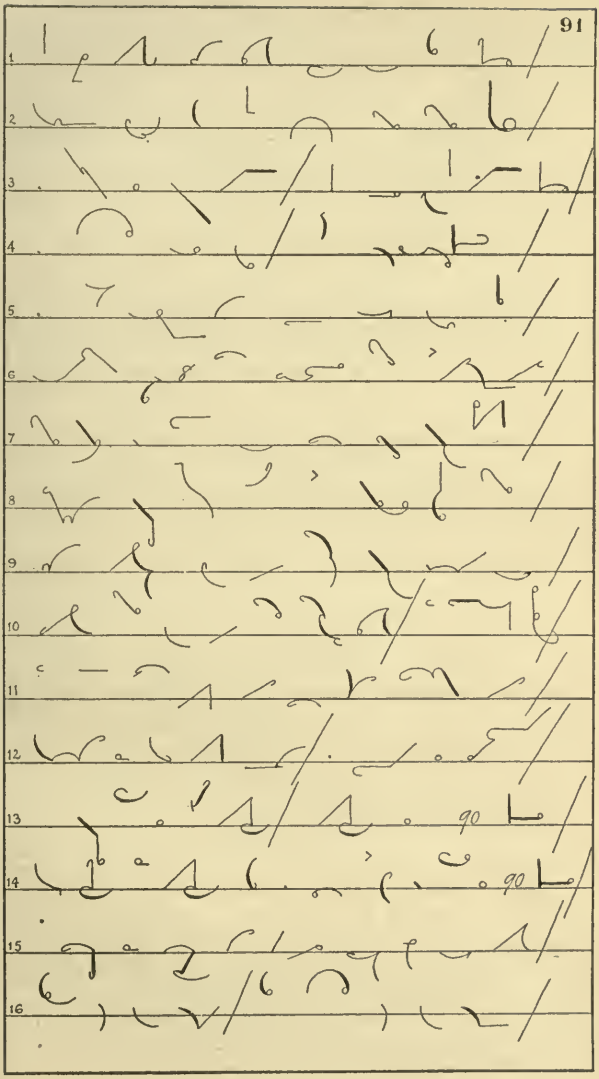
12. Vermilion is a fine red color. The collar is circular.

13. An obtuse angle is larger than a right angle. A right angle is 90 degrees.

14. If a triangle has a right angle then the sum of the other two angles is 90 degrees.

15. A meridian is an imaginary line which runs north and south on the earth.

16. There is no use for worry. There is always use for work.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1. *Broom-corn in America.*—Broom-corn is a native of India.

2. It is said all the broom-corn in America sprang from a seed Franklin

3. took out of a whisk which had come over from England.

4. *Ivy.*—The American Ivy or Virginia Creeper is a very pretty vine.

5. Everybody ought to be able to tell it from the poison ivy. The poison ivy has its

6. leaves in groups of three and the Virginia Creeper in groups of five.

7. They are both native in North America. The Virginia Creeper, however, is harmless.

8. *Glycerine.*—Glycerine is an oil. If you drop some into ink,

9. the ink will stay damp a long time, so a press copy may be taken of it.

10. *Clay.*—Clay is alumina and silica. It generally has some iron,

11. lime or magnesia in it, too. We can bake it to make bricks and porcelain.

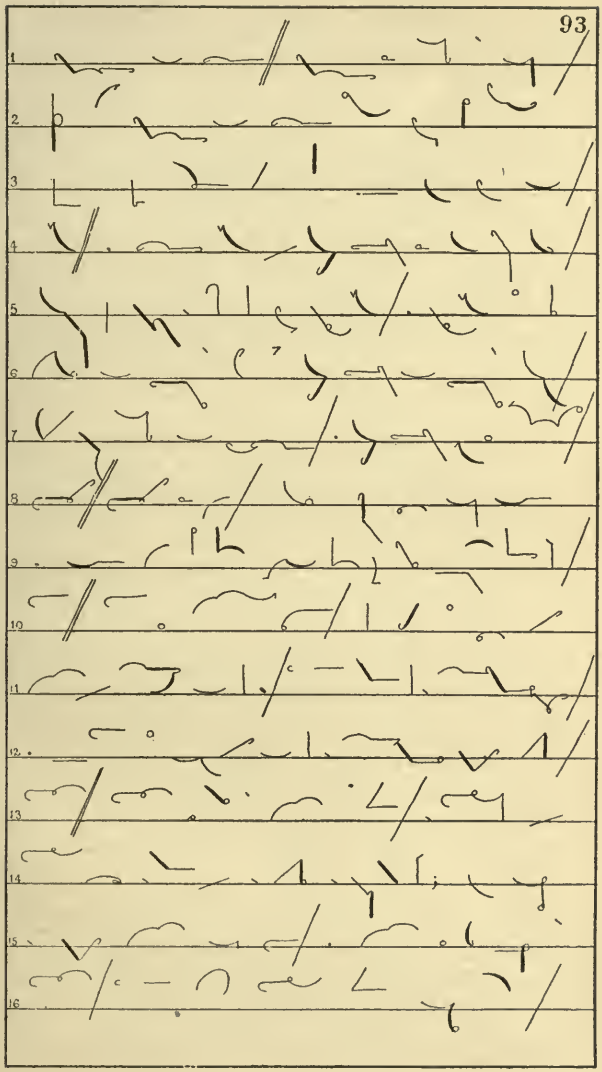
12. The common clay has enough iron in it to make the bricks burn red.

13. *Calcium.*—Calcium is the base of lime and chalk. To calcinate or

14. calcine means to bake or to reduce to powder by heat; for instance,

15. to burn lime in a kiln. The lime is then oxide of

16. calcium. We can also calcine chalk in this way.



1. **Ing.** aching caking caulking catching gauging cashing capping gaping

2. carrying canning caning gaining casing causing cautioning caving

3. paying patching bathing packing backing baking balking bagging passing spacing basing paving

4. adding aiding attaching dashing auditing tapping talking attacking taking tagging taming tallying staying dancing advertising

5. aging jabbing chalking jacking jamming chaining chancing chasing changing chafing airing arching raging wrapping raking

6. raining raising racing ranging arranging aiming massing matching masking making

7. gnawing napping naming fanning fancying facing saving vanishing thanking saying sawing asking thanksgiving

8. shaping shaking laying ailing lapping laughing lacking lagging lashing lacing

9. hawing haying hawking hacking hauling hailing harrowing harping hating hastening harming hatching hanging having weighing swaying

10. washing watching waving waiving walking awaking swallowing caring carving crashing cramping crawling graining

11. aggregating guaranteeing grasping praying preying praising tapering barring bearing bracing breaking bragging branching

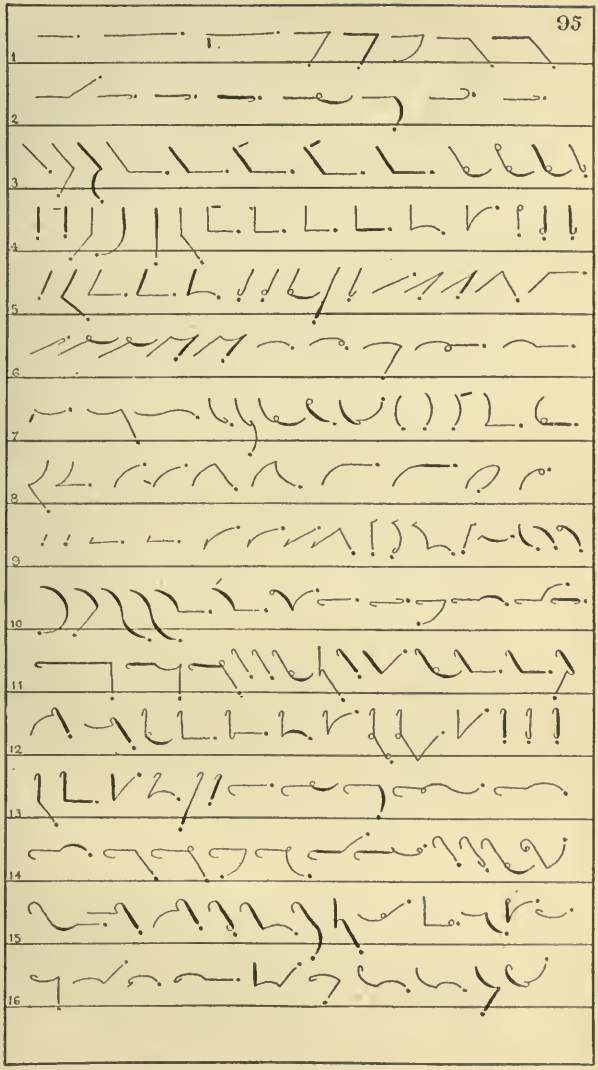
12. laboring neighboring tracing tracking trafficking tramping trailing transposing transpiring tarrying drawing training draining

13. draping dragging daring charming charging jarring calling classing clausing calcimining claiming

14. clamping clapping clasping clashing classifying glaring galvanizing playing planning placing splashing

15. planking cabling labeling balancing blaming blazing dabbling answering taxing (ab)navigating saddling narrowing

16. narrating marrying hammering marking admiring marching framing farming averaging varnishing



1. varying favoring authorizing gathering sharing sharpening warning wearing warming swarming warping nailing tangling mailing

2. falling failing flashing flaking flavoring flapping flaring flanking flaming availing veiling valuing marveling

3. marshaling scarring scrawling scrambling scratching scraping transcribing transgressing spraying straying straining

4. keeping kicking seeking guessing being buying pitching pitying piping picking begging spinning pinning piecing (ab)speaking

5. tying eating dying dyeing tipping dipping ticking decking digging discussing disguising dismissing desiring seating setting sitting citing

6. dining differing diving defeating devoting dividing deepening defining deriving (ab)discovering achieving reaching reaping ripping ripening

7. ribbing deserving rising risking reasoning refining reviewing receiving (ab)recovering reserving missing emptying seeming

8. meaning mining mentioning mixing smelling smiling signing eyeing singing sinking

9. fearing firing fining evening fixing fishing finishing winning thinking thinning seeing sighing icing easing seizing sizing

10. Sheathing shipping shining lying leaving living leaning lining lessening leaking liking

11. healing helping hearing hiring hemming heaping heating hitting heading heeding hiding hitching wedging behaving weaving

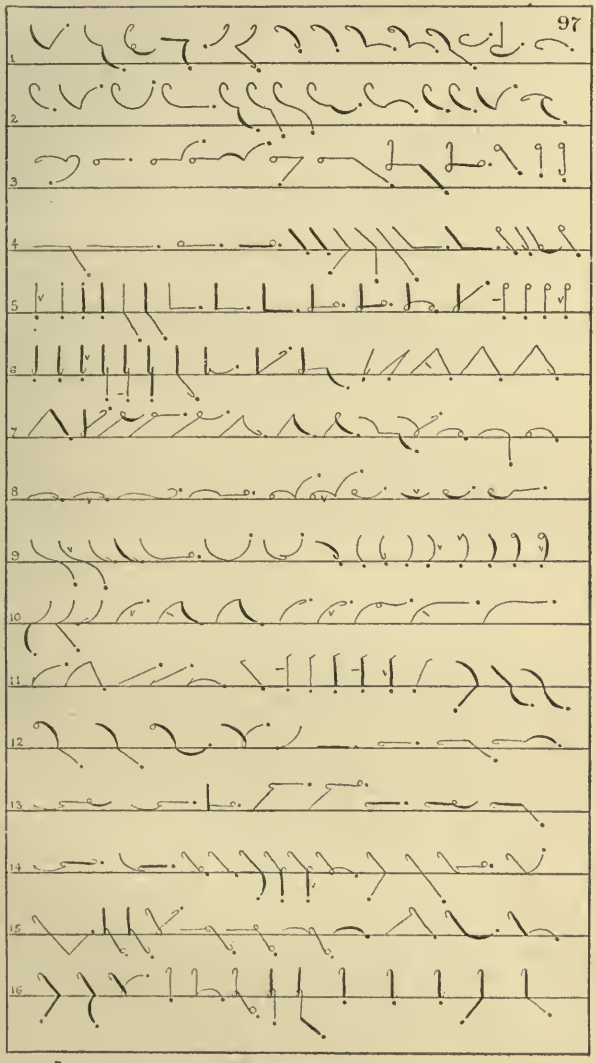
12. sweeping wiping swinging whistling wishing giving crying creeping crimping

13. increasing incurring decreasing recurring recrossing agreeing greasing gripping

14. engraving figuring pressing pricing prizing preceding presiding presuming preaching prepaying prefixing perishing

15. preparing depressing depriving preserving expressing exposing impressing improving repairing bringing brimming

16. bridging breathing bristling trying trimming trespassing destroying disturbing drying dressing driving dredging dripping



1. dreaming drinking drilling cheering discharging cleaning cleansing clinching clearing climbing

2. clipping inclining inclosing declining disclosing declaring reclining clinging

3. reclaiming plying applying piling pleasing pledging displaying displacing deploring

4. repelling replying replacing exploring billing blessing bleaching belonging

5. libelling enabling disabling telling settling tiling telephoning telegraphing instilling

6. dealing idling nearing veneering ignoring engineering lessening listening learning

7. smearing simmering merging remarking freeing frying freezing affirming freshening

8. deciphering defraying differing deferring inferring informing reforming referring severing verging persevering preserving

9. endeavoring verifying devouring diverging delivering shivering threatening thriving thrilling shrieking shirking shrinking

10. insuring censuring measuring treasuring wiring wearying whirling bewaring kneeling entangling

11. singling mingling wrinkling milling enameling fleeing flying felling filling feeling flickering

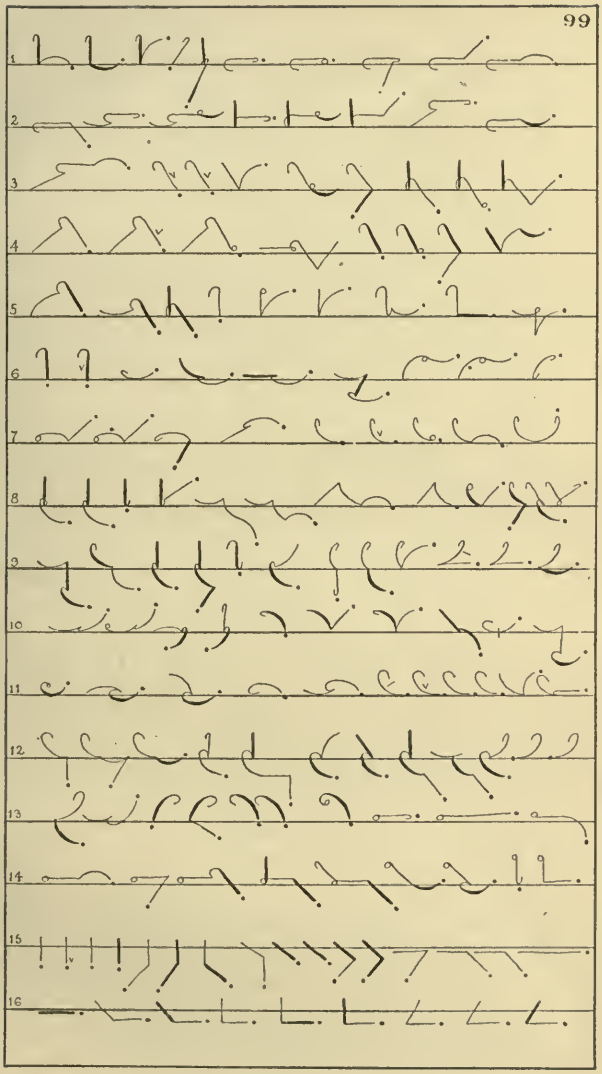
12. affiliating flinching flinging trifling deflecting leveling beveling developing enveloping shriveling shelling shilling

13. shelving initialing yelling yelping wheeling willing swelling screening screaking securing

14. screaming screeching scribbling describing prescribing springing sprinkling striving striking

15. towing toying outing doing touching dodging tubing puttying bowing buoying botching budging coaching copying coping cooking

16. going poking booking tucking tugging docking choking chucking joking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1. rocking urging rowing roping robbing rubbing sewing suing using oozing showing shopping

2. pushing showering moving coming owning knowing knocking following oiling allowing

3. locking looking owing running ruining loaning losing smoking opening bouncing boxing

4. voicing tuning tossing dunning noticing snowing summing choosing joining puffing observing roofing covering governing

5. hoeing hewing hooking hollowing hurrying husking hustling hopping hoping whooping worrying viewing objecting subjecting curing crossing

6. curving crowning curbing correcting curling corrugating corroding crushing

7. growing grooving grouping proving approving profiting pursuing proceeding producing professing provoking proposing prospering

8. proportioning procuring progressing approaching purchasing purging prolonging promising coopering boring burning

9. brushing broiling bronzing bruising borrowing turning drowning during dropping drumming coaling cooling

10. coloring closing colliding collecting collapsing glowing plowing pulling plumbing

11. plunging polishing plugging coupling supplying propelling blowing bluffing bulging

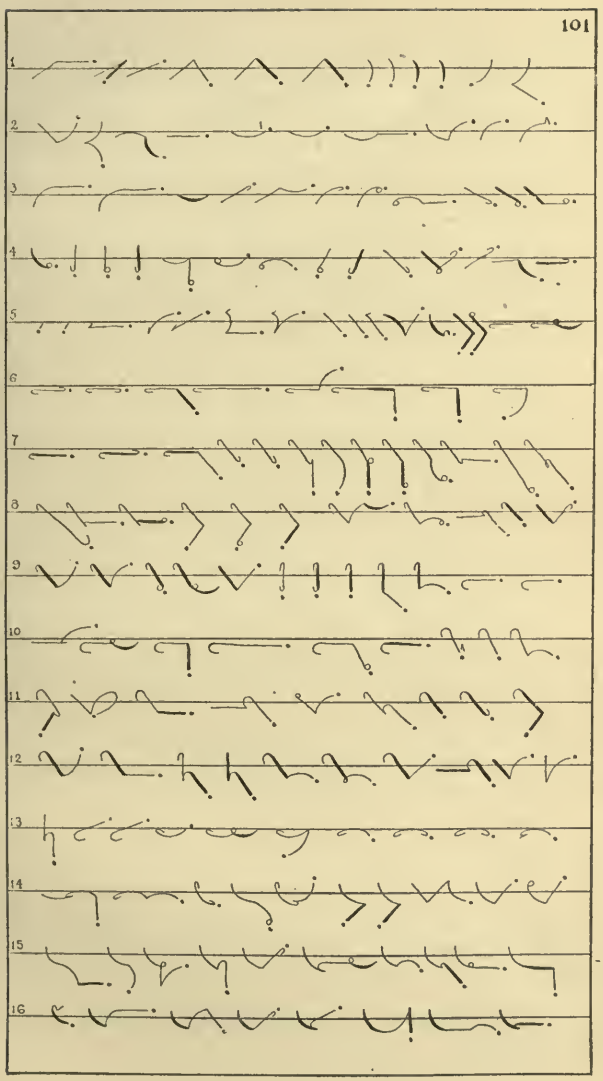
12. blushing blocking troubling doubling blooming blossoming blurring gobbling boiling toiling

13. totalling rolling ruling honoring nursing nourishing mooring morning mourning humoring

14. enumerating murmuring frowning forcing furnishing forging foraging purifying offering suffering

15. foregoing foreseeing forestalling foretelling forerunning foreclosing forming forbearing forsaking forgetting

16. hovering overlooking overlapping overrunning overruling overshadowing overcoming overgrowing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1. overseeing overdoing overturning overtaking overcharging overbearing overpaying overpowering overflowing overvaluing overwhelming overhanging

2. overworking throwing bothering shoring assuring working worshipping annulling unlocking unlatching bungling

3. untangling flowing following flourishing fulfilling flooring flowering muffling ruffling flocking

4. unveiling shoveling vulcanizing subscribing proscribing scoring scouring screwing suppressing strewing

5. **Ings.** awnings wrappings casings sayings saplings lashings shavings savings washings failings

6. carvings bearings tracings trappings drawings railings callings markings gatherings warnings scrapings

7. beings pickings diggings writings tidings meanings evenings icings sittings ceilings leavings

8. headings hearings herrings weavings sweepings engravings trimmings dressings dredgings drippings settlings

9. clippings blessings swellings dealings fillings feelings filings shillings belongings screenings

10. doings openings bookings crossings proceedings rulings couplings mornings workings forgings sufferings

11. We are shipping you to-day two barrels of Nova Scotia herrings.

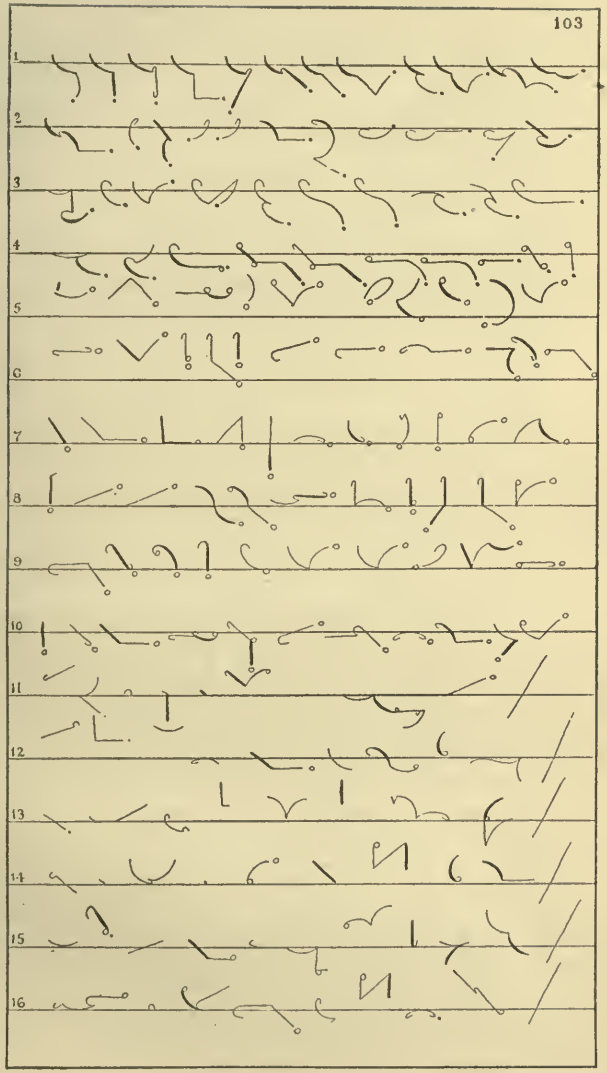
12. Are you taking any more bookings for woolens this month?

13. Hoping to hear from you at an early day I remain yours truly.

14. We hope to finish the ceilings by Saturday this week.

15. In balancing our books we notice a small difference in your favor.

16. We enclose you several clippings from the Saturday morning papers.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1. **Phrases.** Catching the, cashing the, gaining the, causing the, casing the, paying the, passing the, patching the, packing the, bearing the.

2. Adding the, aiding the, advertising the, advancing the, taking the, changing the, wrapping the, raising the, arranging the, making the.

3. Saving the, thanking the, asking the, laying the, lacking the, hauling the, hastening the, hanging the, having the.

4. Washing the, watching the, waiving the, guaranteeing the, grasping the, praising the, breaking the, tracing the, transposing the, drawing the, training the, draining the.

5. Charging the, claiming the, clasping the, classifying the, galvanizing the, planning the, placing the, balancing the.

6. Answering the, marking the, admiring the, varying the, favoring the, authorizing the, gathering the, sharing the, wearing the.

7. Nailing the, mailing the, valuing the, scratching the, spraying the, straining the, keeping the, seeking the, guessing the.

8. Being the, buying the, picking the, speaking the, tying the, digging the, discussing the, disguising the, dismissing the, desiring the.

9. Setting the, defeating the, dividing the, defining the, discovering the, reaching the, deserving the, risking the, recovering the, reserving the.

10. Receiving the, missing the, meaning the, mentioning the, mixing the, signing the, fearing the.

11. Fixing the, finishing the, winning the, thinking the, seeing the, seizing the, shipping the, leaving the, hearing the, hiring the, heating the, hitting the, hiding the.

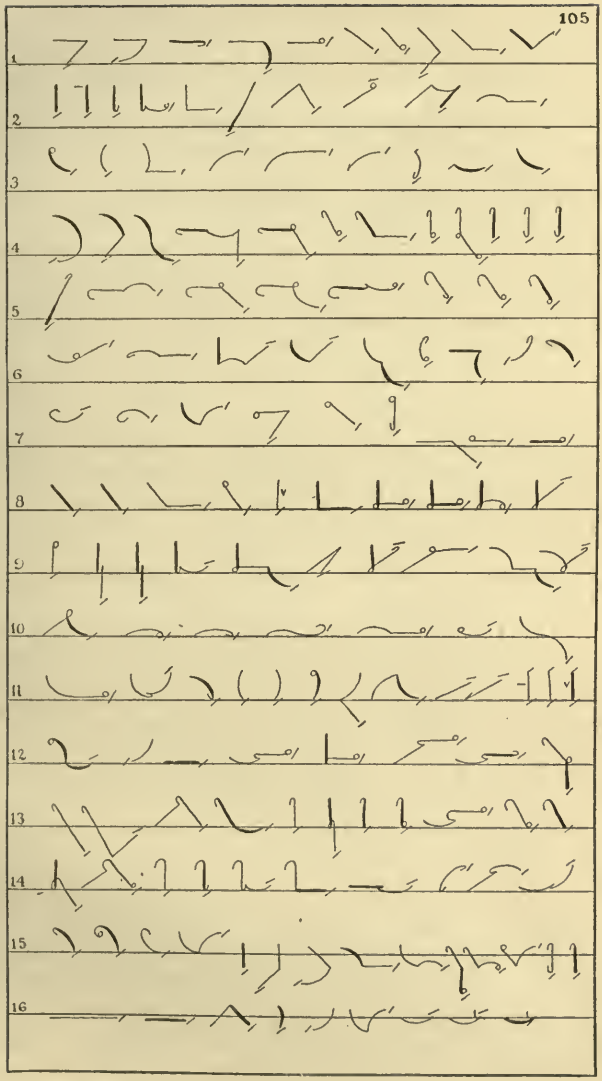
12. Swinging the, wishing the, giving the, increasing the, decreasing the, recrossing the, engraving the, preceding the.

13. Prepaying the, preparing the, repairing the, bringing the, trying the, destroying the, drying the, dressing the, enclosing the, pleasing the, billing the.

14. Displaying the, replacing the, telling the, delivering the, telephoning the, telegraphing the, ignoring the, learning the, remarking the, insuring the.

15. Wiring the, swelling the, filling the, feeling the, doing the, touching the, pushing the, working the, forming the, producing the, promising the, supplying the, turning the, during the.

16. Cooking the, going the, robbing the, using the, showing the, following the, knowing the, owning the, owing the.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1. Doing a, during a, touching a, turning a, producing a, promising a, working a, forming a, pushing a, supplying a.

2. Telephoning a, telling a, delivering a, displaying a, replacing a, trying a, drying a, dressing a, addressing a, insuring a, filling a.

3. Heating a, hitting a, heading a, hiding a, decreasing a, preceding a, prepaying a, preparing a, inclosing a, increasing a, engraving a.

4. Signing a, fearing a, fixing a, finishing a, leaving a, winning a, seeing a, seizing a, shipping a, hearing a, hiring a.

5. Dividing a, reserving a, deserving a, risking a, reaching a, receiving a, missing a, mixing a, mentioning a.

6. Keeping a, seeking a, giving a, being a, buying a, picking a, (ab)speaking a, tying a, setting a, mailing a, scratching a, straining a.

7. Marking a, tracing a, drawing a, training a, draining a, planning a, placing a, answering a, charging a, gathering a, wearing a.

8. Laying a, lacking a, hauling a, making a, hanging a, having a, breaking a, asking a.

9. Causing a, gaining a, passing a, packing a, bearing a, adding a, advancing a, taking a, raising a.

10. Giving an advantage. Causing a break. Giving the time. Mailing the books.

11. Passing the place. Packing the cases. Bearing a proportion. Advertising the sale. Adding the profit.

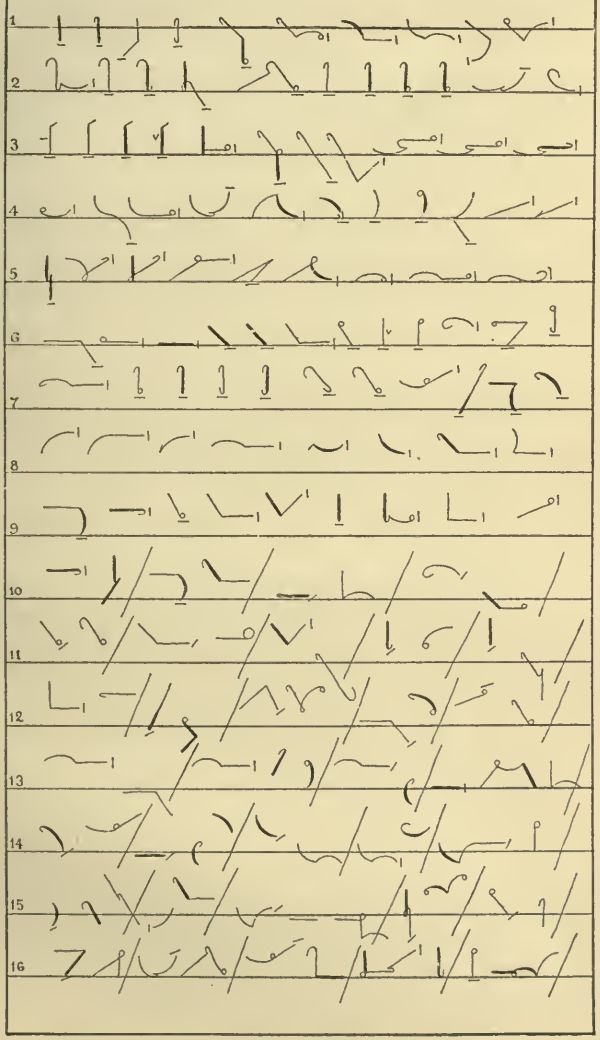
12. Taking a car. Changing the subject. Wrapping the parcels. Keeping the wares. Raising the price.

13. Making a copy. Making a larger size. Making the other. Giving a reasonable time.

14. Wiring the answer. Going the other way. Having the form. Forming an angle. Overlooking the city.

15. Using the blue paper. Showing a break. Following the common custom. Destroying the samples. Speaking the truth.

16. Acknowledging the receipt. Finishing the repairs. Answering the telegram. Discovering a difference. Setting an example.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1. **Halving.** check checked receive received leave left keep kept copy copied

2. ask asked act catalogue (ab)after state separate did send get good goods could account put but

3. We asked Mr. Thomas for the information you desire on this subject.

4. These papers have been carefully copied from the originals in our office.

5. We wish you could get the goods for us before the 15th of February.

6. Please put them up in packages of two dozen each.

7. Did you change the advice to read ten gross of pencils?

8. If you state size you desire we will ship them at once.

9. Mr. Williams will act for us in making the purchase.

10. The goods were carefully checked off on your invoice.

11. But they are as fine as can be had anywhere.

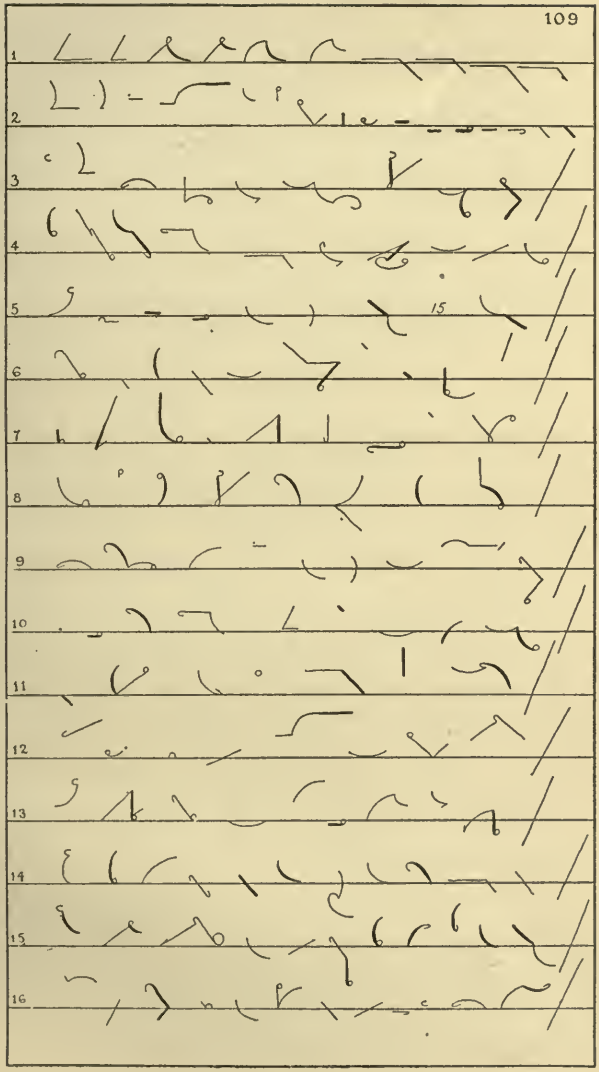
12. We are sending you our catalogue in separate wrapper.

13. We shall reduce the price on all goods left after the holidays.

14. We think this will prove to be very useful if well kept up.

15. We have received higher prices for our produce this year than ever before.

16. I am much obliged to you for settling up our account with Mr. Lincoln.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1. act caught candidate gained Scranton crate crated cart carted cartage card grate great guard

2. gardener graduated gratitude gratuity gratify grand grant granted called glad gland grantee guarantee

3. grandeur affect variegate ragged argued actual actually cradle greatly catalogue Catskill gradually

4. talked tact attacked tracked tract attract target transact asked (ab)practical (ab)practicable (ab)practicability practice basket marketable markets

5. kind kindly Kentucky get exact executive execute executed credit credited greeting greetings

6. credence extract extricate expect expected wrecked rigged (ab)regard regret record include including

7. perfect persecuted perceptive (ab)perspective spectrum picturesque respect respectfully respective respectively

8. effect retract detract dictator ticked ticket etiquette discount decreed decorate decorated (ab)democratic (ab)rectangle inspect reject checked

9. accordingly accordance prospect prospects (ab)prospectus (ab)prospective prosecute procured booked buckets foreground cutter gutter culture rocked rugged

10. coat cut could God got good goods count account country accounts crowned current cord chord crowd accord according

11. apt aptitude pad padded paid bad paint painting paintings band abandon broad abroad broader part (ab)party (ab)particular particle partner

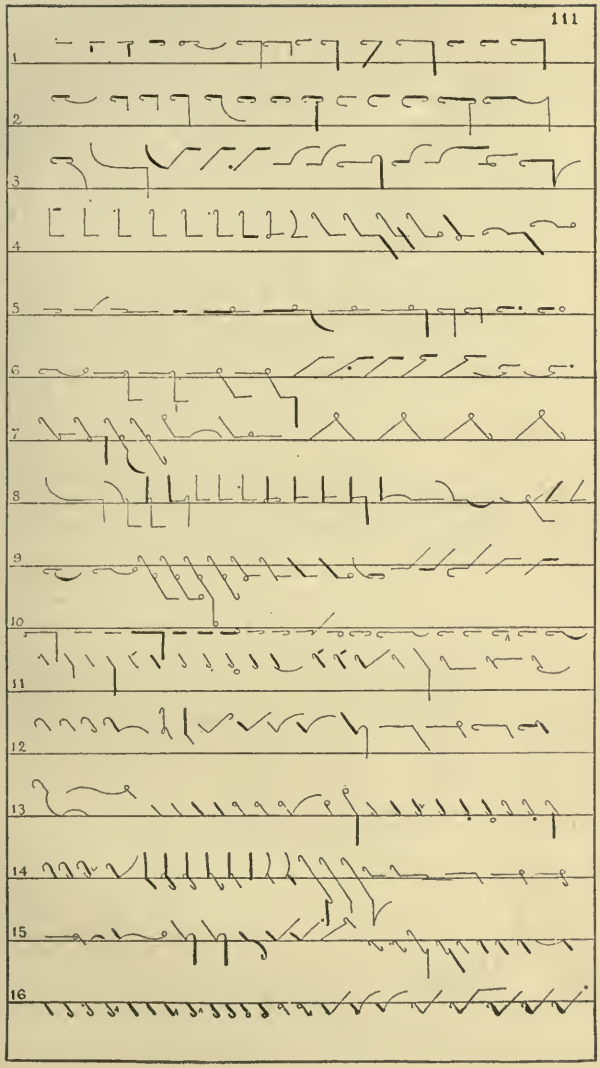
12. plat plate plant (ab)Baltimore transport adapt pattern batter aptly badly battle (ab)capital accept carpet (ab)Great Britain

13. platform (ab)manuscript pet pit bed bid spread spirit spiritual sped speed pint bend bind (ab)behind binding bindings print printing printed

14. billed blend blind British debit disband disappoint deprived depart (ab)department seaport seaboard (ab)perpendicular perpetuate perpetually predict pyrotechnic kept except expend

15. expert improved bituminous pedal peddle between better bettering report proved approved profit profitable port board bored aboard (ab)nobody

16. put point appoint pound but bought about bound bond (ab)beyond bounds bonds sport sprout butter bottle bodily porter Puerto Rico boarder border bordering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1. prodigy prodigious prodigiously protect protecting product produce (ab)protection (ab)production (ab)protective (ab)productive propriety propound appropriate overspread output adopt adopted beautiful (ab)Pottsville

2. copied correspond corresponding (ab)correspondence prodigal Portugal polytechnic (ab)political daughter auditor dater straighter

3. date dated state stature stand withstand trade draft straight strained (ab)trademark accident (ab)valedictory debt dead did deed deeded died dyed

4. edit edited tent tend attend attended tinned dent tread tried territory dread dried stereotype street identity identify (ab)identical extend

5. instant incident indeed dedicate deduct dedication deduction detention detonation debtor (ab)delivered editor deter tighter Detroit dividend

6. testator resident president obedient doubt stout towards told doubtful rotate rotator torture totter tutor prudent (ab)prudently obtained potatoes prostrate (ab)substitute

7. (ab)agent (ab)agent's (ab)agents (ab)gentleman (ab)gentleman's chart charter charterer agitator attached arranged changed (ab)gentlemen (ab)gentle merchants (ab)merchandise enriched obliged

8. wretched rigid urged urgent judicious joined joint jointed (ab)objects (ab)objected (ab)subjects (ab)subjected projects projected unchanged art heart hard aired

9. hardy ratify apparent apparently transpired assert assort ascertain saturate (ab)exaggerate certain certify (ab)certificate heard herd hereto heretofore

10. preponderate separate obliterate import imported imports importing importance (ab)memorandum (ab)memoranda

11. expired unreserved unheard unhurt soared soured round around surround tolerate adulterate support rate rates rattle standard rated

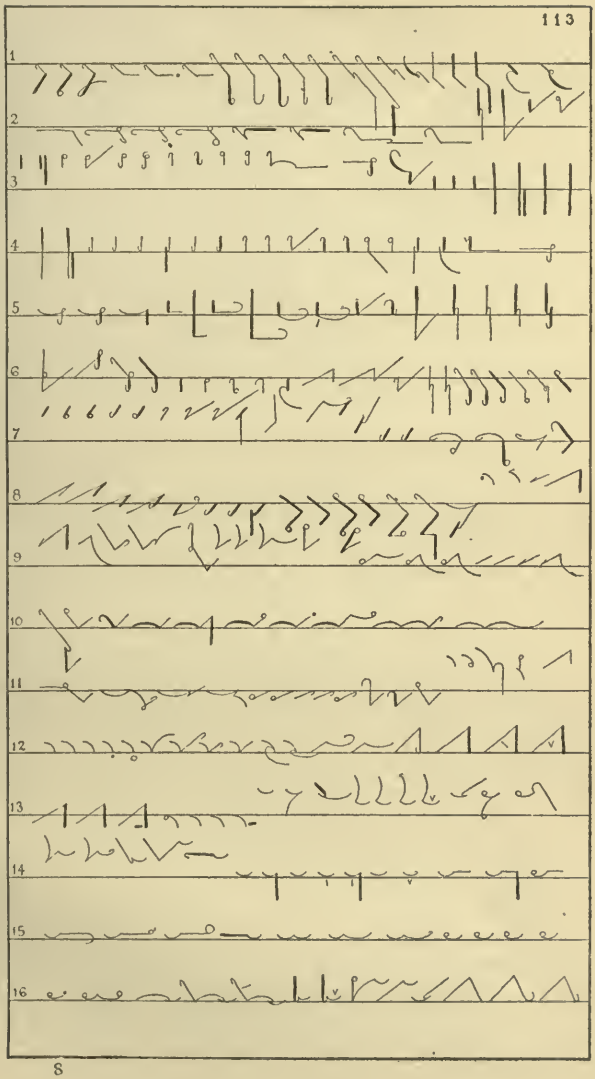
12. writ right write writing writings retail return returned retreat rightful retainer retention retain written red read ride

13. road rode rude sort rut wrote root hand handle abandon ascend ascent assent assigned anterior St. Louis St. Paul

14. ascertained (ab)assortment (ab)pavement apprehend granite end ended net need needed knit night indicate indicated syndicate

15. indication index indexes ignite intend Indian Indiana send cent scent sent

16. sending sentence eminent permanent pre-eminent defend defined (ab)settlement renewed interior (abs)represent representation representative



1. percent present presently percentage presentable (ab)benevolent (ab)beforehand (ab)behindhand important senate signed (ab)insufficient indebted indicted

2. (ab)intelligent (ab)intelligence (ab)intelligible (ab)independent (ab)independence indispensable (ab)indiscriminate. untie untied unite united notice undo

3. abundant punctual punctually notify (ab)notification notified (ab)sufficient prominent pursuant (ab)opportunity subordinate ruined (ab)unrepresented (ab)government

4. current undoubted undoubtedly (ab)notwithstanding knot not note noted nut owned hunt hunting (ab)hundred notes sound (ab)superintend (ab)superintendent

5. late slate salt baled ballot fault valued carload land (ab)landlord Maryland (ab)Atlantic (ab)transatlantic translate

6. hauled halt halted lard (ab)already led let lead lid light sealed slight lend lent held withheld alert learned (ab)Switzerland

7. inland England Ireland piled pilot belt (ab)beheld behold felt field filed violate voilet result irresolute

8. delight delighted little regulate exalt exalted exaltation exultation household (ab)upheld uphold boiled bold bolt

9. lot lots load loads loud old hold withhold holdings lord lowered sold soiled ultimo Long Island New England multitude

10. unload (ab)Newfoundland Scotland Portland mat mate made Hammond (ab)examined maintain handmade madam maritime

11. claimed cramped armed (ab)payment attempt automatic (ab)blacksmith statement met meat meet might emit seemed

12. mend mind minute minutely mental cement meeting meetings intimate treatment tempt (ab)tinsmith demand demanded

13. determined detriment (ab)development timetable remit remote (ab)remembered (ab)Remington permit pyramid (ab)prepayment climate climbed metal

14. medallion medal meddle middle (ab)immediate (ab)immediately merit meritorious element (ab)elementary limit legitimate illegitimate

15. (ab)shipments mediator imitator (ab)extremity exempt crimped impassioned mode mud (ab)somewhat summed summit sometimes motioned amusement.

16. mount amount Montana mountains (ab)movement moment (ab)momentum (ab)moments (ab)monuments (ab)appointment

1. omit ultimate multiple multiply Montreal promote prompt promptly (abs) approximately documentary

2. moderate immoderate model modelled mutilate mutilated muddle fat (ab)fact (ab)after aft freight flat (ab)afternoon fate fatal (ab)factory laughed

3. ratified gratified pamphlet (ab)Haverford satisfied (ab)thereafter fed feet feed fit fitted fittings find findings fled filled flight freedom fertile fertilize

4. left lift (ab)referred refute (ab)hereafter refined refund infant infinite certified dissatisfied food foot fought fond fund funds (ab)fundamental

5. found founded foundation profound notified fortnightly fortunate (ab)fortunately fortitude Fort Wayne fruit fruitless vault valid (ab)Harvard (ab)favored (ab)favorite

6. virtually violently vertical received servant irrelevant ventured invent inventory invented invade invite invited

7. invitingly invert inevitable (ab)individual vivid pervade private prevent vote void avoid avoided viewed provide provided provisioned unavoidable voluntary cultivate

8. (ab)thanked that (ab)thereto (ab)thereat thread third (ab)hitherto method thought throughout prothonotary astounded (ab)astonish (ab)astonished (ab)astonishment

9. east Easter eastern history (ab)yesterday estate hesitate hesitation eastbound (ab)establish (ab)establishment esteem esteemed estimate Easton host hostile used

10. shade transient ancient patient associate shed sheet deficient finished efficient impatient negotiate shot shut shoot shout should showed

11. hushed short shortage shorthand shortened furnished proficient yacht yachting yard yards (ab)freightyard yet yield yielding (abs)shipyard coalyard

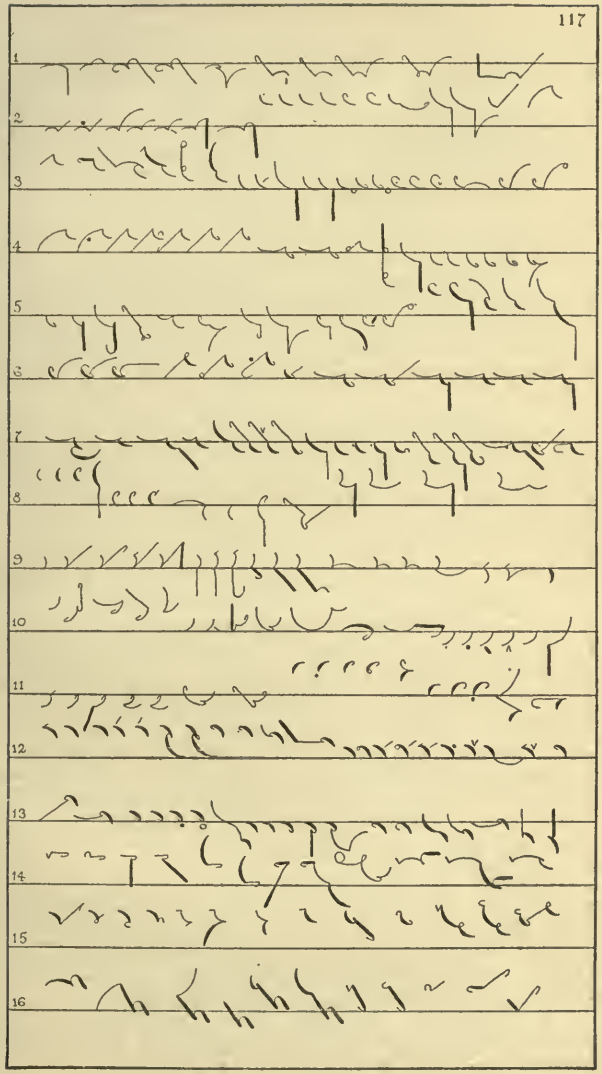
12. what wait weight wade weighed whatever whatsoever ward award (ab)afterward backward wet sweat weed sweet wheat wit wide widen white wired

13. reward inward went wind winding windings firewood wood would wound wounded (ab)wonderful word (ab)world (ab)overweight (ab)forward onward outward (ab)downward

14. **Phrases.** I can not, you can not, can not do, can not be, there can not, they can not, great change, great favor, as soon as finished, I am glad, I am very glad, I am afraid.

15. What are the, what is the, what we, what you, and after the, and after your, after that, and have it, have not been, you have not, I have received, we have received, we have not received.

16. May be able to, will be able to, shall be able to, to be able to, have not been able to, have been able to, I have been, we have been, you are to, greater than, better than.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1. Had not, did not, do not, I had not, we had not, you had not, I did not, we did not, you did not, I do not, we do not, you do not, we are not, you are not, were not, is it not.

2. Had it, had not it, did not it, had it been, had not been, and that the, and that a, that it is, that it has been, that we, as that which you, that which can be, that which can not be.

3. That which has been, that such is the case, that has been, and that is the, that is not the, that we are not, that you are not, all that is, we are satisfied, at all events.

4. At any rate, at the rate, at some time, at the same time, take it, was it, was not, was it not, I was not, United States, Mr. President, Ladies and Gentlemen.

5. Gentlemen of the Jury, we will, we will gladly, will you kindly, in regard, with regard, we regard, with regret, we regret, in reply to, a little, send you, send it, might as well.

6. Bill of lading, bills of lading, Trenton Junction, it would, it would be, it would not be, that it would be, is to be, will not, it will not, it will not be, it seemed, it is no doubt.

7. It is important, it is impossible, it can not be, it is better than, there is no doubt, did not change, did not have, did you expect, did you get, I did not know, I do not know.

8. Did you receive, did you mention, I could not, you could not, could you, could not be, could not do, can not account.

9. Receipt of goods, it is a good plan, so good, some goods, some of the goods, price of the goods, a large amount, amount of bill, amount of the statement, whole of the amount.

10. Some time since, not the, not accountable, it is not, it is not general, it has not been, please send, this is not, that it is not, must not be, for the most part.

11. Upon it, Portland cement, Board of Trade, about your own, about which you are, about that, about some, about something, on the one hand, word for word.

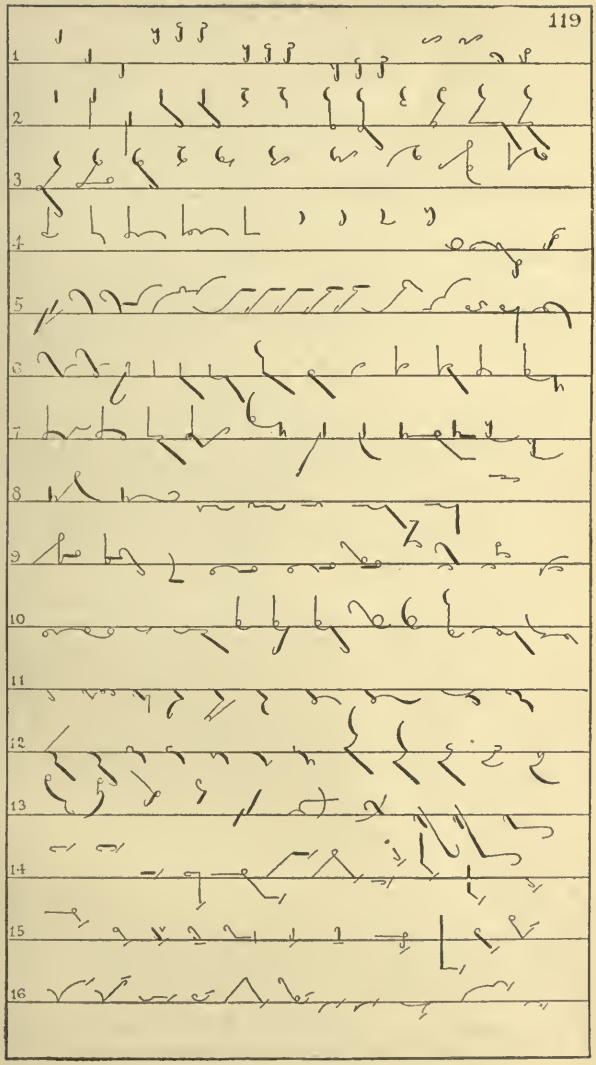
12. Which would be, would have been, you would, we would, I would, would the, and would you, there should be, they should be, we should be, you should not, I should have.

13. Saving Fund, State Treasurer, Passenger Agent, Freight Agent, General Agent, Medical Society, Building Association, Board of Publication, Board of Public Education, Board of Education.

14. Carting the, granting the, getting the, crediting the, expecting the, regarding the, respecting the, counting the, painting the, adapting the, adopting the, appointing a.

15. Accepting the, spreading the, binding the, printing a, predicting a, attending the, dreading a, extending the, deducting the, substituting the, separating the.

16. Retailing the, returning the, indicating the, sending the, representing the, presenting the, loading the, holding the, unloading the, limiting the, mounting the.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1. Please ship them by freight and have them securely crated to prevent breakage.

2. Please send us the window shades by messenger to-day without fail.

3. We ship you prepaying freight 200 bags of potatoes which please sell for our account.

4. You may send us half a gross. We are now prepared for the Christmas trade.

5. Have you received any information from our agent in regard to this subject?

6. We were not aware of the fact that you had advertised for them already.

7. We loaded the pig-iron on the cars to-day and it should reach you by Monday.

8. The goods left here this afternoon and you will receive them in due course.

9. Although we delivered 20 barrels yesterday, we were unable to haul any to-day.

10. We have not tried them as there was no opportunity to make the improvement.

11. Had you asked for them, we would have been glad to send them to you Saturday.

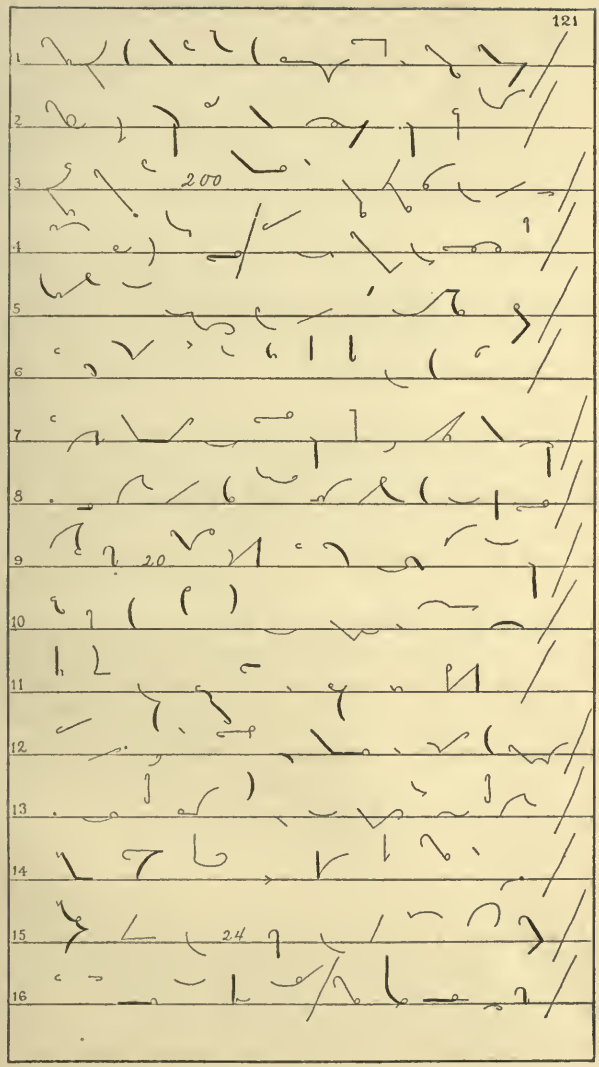
12. We are running short of cars and would beg you to return them promptly.

13. The new train schedule was put in operation after the midnight train left.

14. I beg to call your attention to the delay at the place of loading.

15. I have received your check for 24 dollars, for which I am also obliged.

16. We cannot give you any definite answer. Please advise the exact amount delivered.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1. We might try them. We herewith remit the proceeds. We beg to report progress.

2. They do not sell well owing to the high price. We have not sold many.

3. We are unable to procure any at this time. They were made expressly for this purpose.

4. If you do not expose it to direct sunlight. We do not mind the expense.

5. Have you decided on your purchases? This would certainly be a bargain at the present time.

6. The price in barrels is 15 cents a pound. How many shall we provide?

7. And this is the paper we intend to furnish. It is a good paper for documents to be preserved.

8. I am sorry I have not been able to see you. There has been no change in price of cotton goods.

9. We will accept the goods if you give us 30 days time on each delivery.

10. There is no change in the situation. We hope that you can grasp the situation.

11. There was no parallel at all in this case. He is a man of eminent merit.

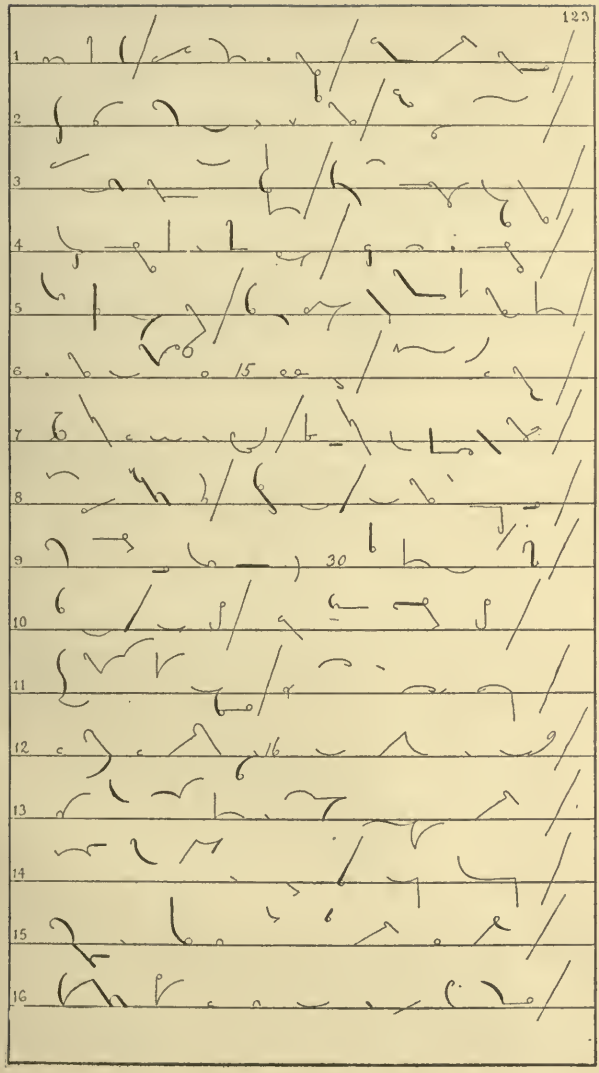
12. With pleasure we reply to yours of the 16th in reference to insurance.

13. You will have ample time to make your monthly report.

14. I am glad you have arranged to put the changes into effect.

15. We will be glad to advise you after the agent's report is received.

16. They will be able to settle with you in two or three weeks.



1. A prosperous business house can not do without them. May we send you some on trial?

2. We have sent you to-day by express a large assortment of samples in your line.

3. Will you kindly inform us on the price of your Portland cement delivered f. o. b. cars Cincinnati?

4. The price of our Portland cement is four dollars per barrel in wood.

5. Cotton sacks charged extra at 10 cents each, and credited at same when

6. returned to mill freight prepaid. There are 4 bags to a barrel.

7. Your favor in reference to railroad lands and bonds we received yesterday.

8. We herewith return all papers in reference to our claim No. 450.

9. Please send us by express as follows. Please forward the goods at our expense.

10. There are many odd lots which you could use in your wholesale trade.

11. I will not have much time to sell, as the transfer is to be made in June.

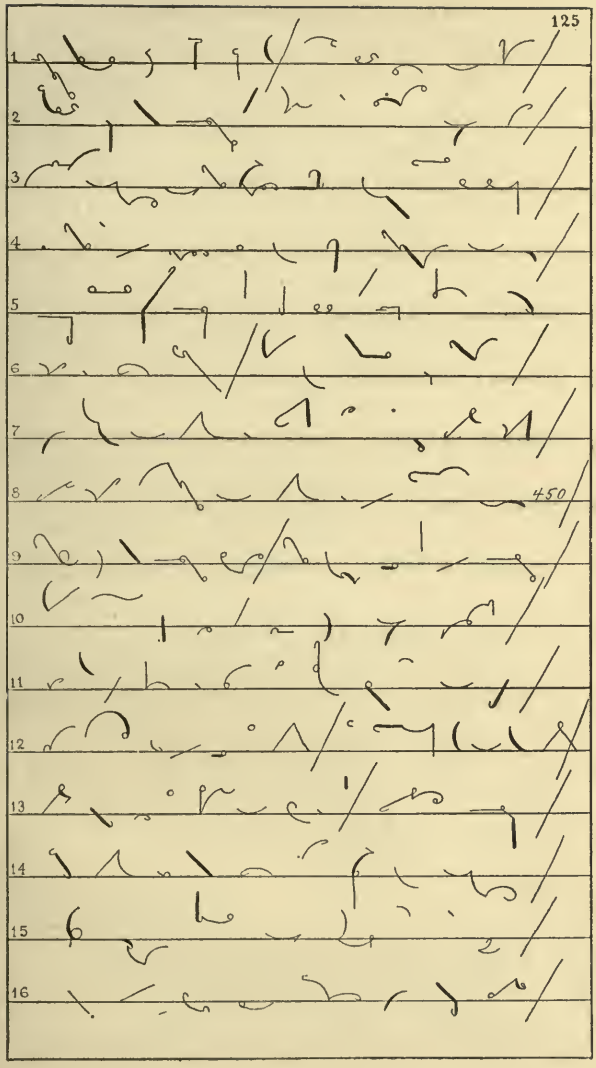
12. You will always find our goods as represented. We guarantee them in every respect.

13. Received the above amount as settlement in full to date. Errors and omissions excepted.

14. We have been referred to you by Mr. Allen of your city for information.

15. This is a wonderful advance in the science and art of shorthand.

16. Hoping to hear from you soon, we remain Your obedient servants.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1. **Doubling.** another nature natural naturally Anderson saunter

2. anthracite adventure adventurous asunder guarantor (ab)Alexander

3. neither enter entire entering entered endorse

4. hinder hindered centre centered sender central

5. enterprise enterprising interpret intrepid interrupt interrupted

6. intersect (ab)intrinsic intricate hindrance Henderson

7. interfere interview interviewed intervene intervened (ab)indorsement

8. nitre nitrate entertain entertained introduce (ab)introduction

9. intercede interceded interwoven intermingle intercourse

10. miniature interchange eccentric signature tender

11. defender denominator re-enter cylinder generator

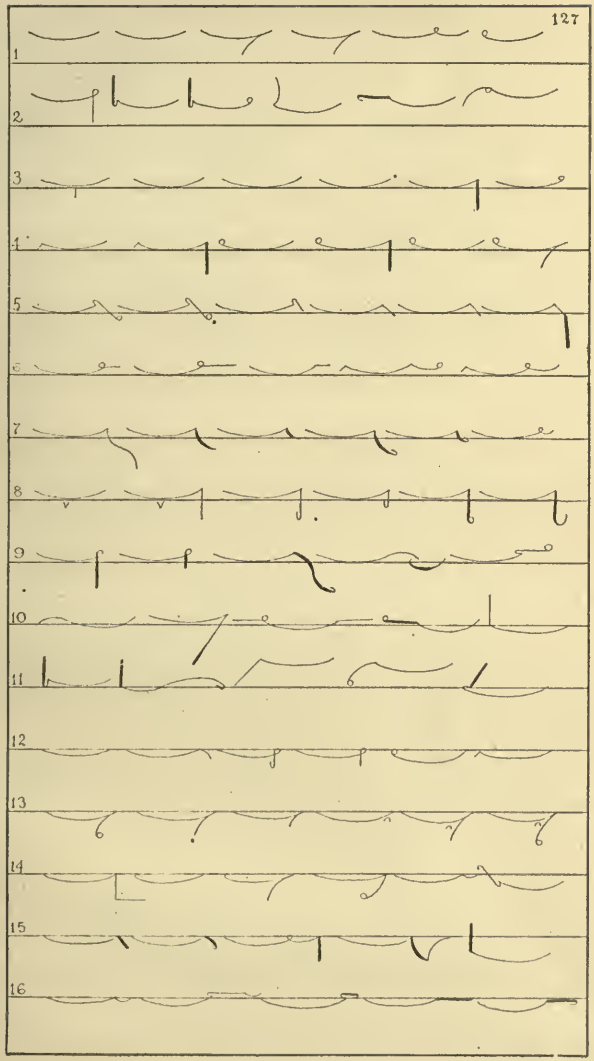
12. under underrate understand understood sunder hunter

13. underlies underlying underlaid neuter neutral neutralize

14. undertake (ab)northern northerly nutritious (ab)nutriment provender

15. underbid underwent undersigned undervalue donator

16. underhand undercurrent underground undergo undergone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1. matter matters maternal mature maturing matured

2. material materially materialize immaterial immature armature

3. meter metric mender meander symmetrical

4. millimeter remitter remainder remainders reminder

5. premature diameter decimeter denominator (ab)thermometer

6. motor mother muttering muttered smother smoother

7. monitor mortar murder murdered molder chronometer

8. motor-car motor-cycle enumerator prompter promoter

9. father farther fraternal flatter flattering flattered laughter lavender feather feature fitter

10. feathers fetters fender finder offender vender venture verdure filter filtering filtered filtration federation federal

11. lifter elevator invader inventor future voter softer founder further furthering furniture overture

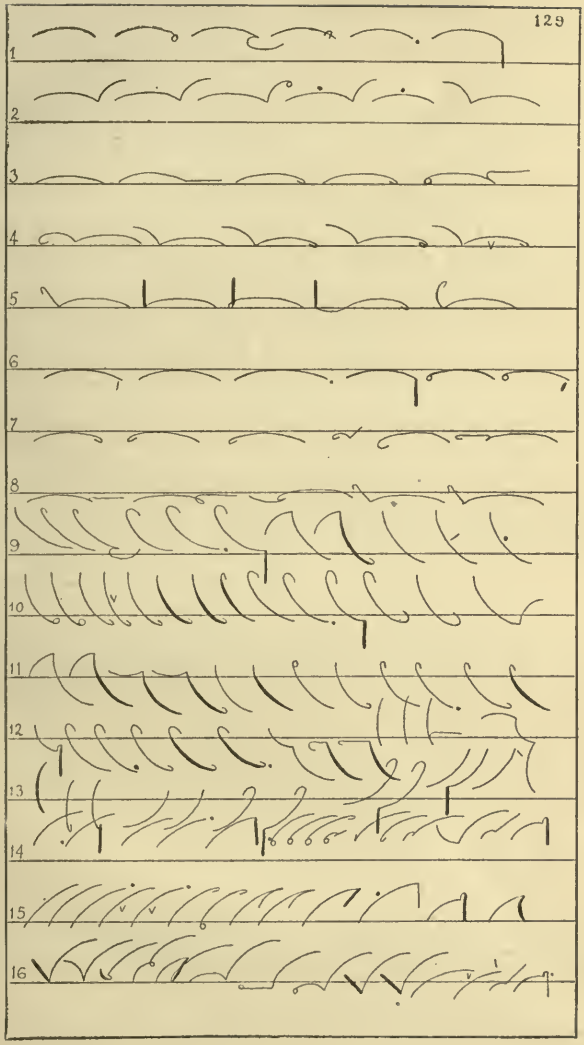
12. fodder folder flutter flounder volunteer volunteering forfeiture cultivator curvature Theodore theatre theatrical amphitheatre

13. thither thunder thundered shudder shutter shoulder shouldered shelter sheltered shatter shattered shadier

14. latter altar alter altering altered psalter slaughter slander slandered halter larder landholder falter later ladder

15. elder letter lettering lighter lightering lender slender literal literally lighterage illiterate leader (ab)leather

16. beholder relator ventilator (ab)legislature legislator milder (ab)sculpture smolder bolder bowlder loiter older louder ultra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1. cater catering scatter scattering scattered candor

2. water waiter wander wandered Walter pander painter banter planter carpenter capture rapture (ab)chapter watered janitor

3. calendar calender calendering clattering (ab)agriculture

4. weather weathering wither withering wider whiter whether whither sweeter winter wintering wilderness swelter sweltered wintered

5. manufacture factor fracture gather gathering greater

6. ardor harder reader rider render rendering rendered disorder disordered order ordering rounder surrender surrendering surrendered ordered

7. (ab)altogether alligator grander grantor (ab)creditor creature

8. bewilder bewildering tide-water printer binder (ab)expenditure expounder scripture departure bewildered weathered withered gender engender

9. executor executors encounter encountered encountering

10. rather arbitrator writer separater deserter orator supporter porter operator co-operator underwriters

11. girder grinder together interrogator glittering

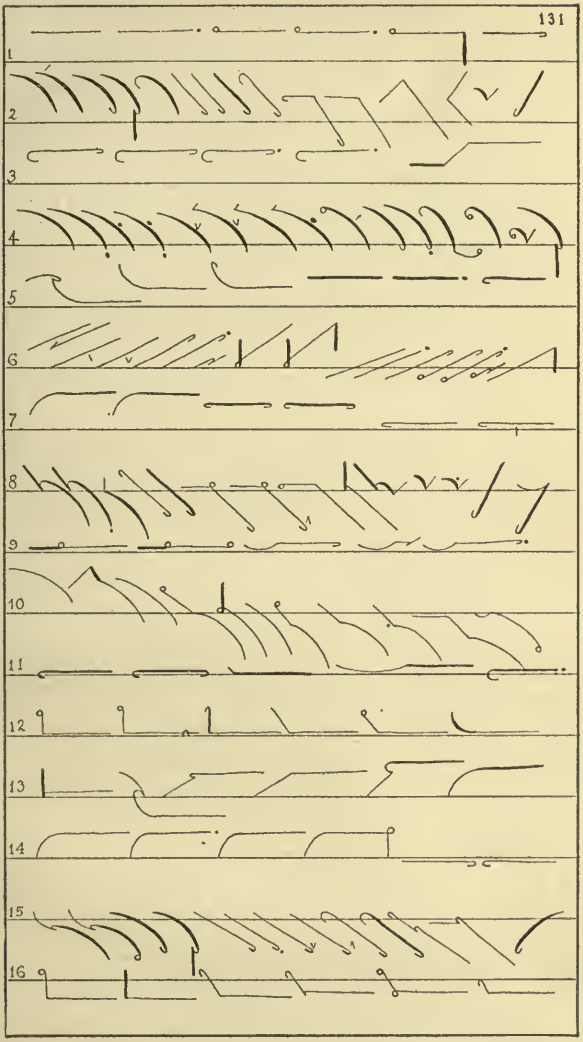
12. stricter stricture director picture (ab)spectator victor

13. decorator reflector recorder rector regulator ligature

14. lecture lecturing elector electricity counter curator

15. forwarder forwarders wonder wondered ponder pondering pointer pounder plunder blunder proprietor (ab)co-partner yonder

16. structure doctor proctor procurator (ab)superstructure protector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1. **Mp** & **mb.** camp campaign (ab)cambric cramping cramped clamp

2. scramble gamble ample amply sample maple Mabel amplify

3. ambulance map mapping ambition ambitious ambush ambuscade amputate Hampton

4. Sampson swamping rambling trampling trampled damp dampen dampening

5. lamp champagne champion crimping impecunious impact exempt exemption

6. example exemplify imply impel implement implant employ employed

7. impulse implicate implicit impulsive impalpable implore employer

8. employment simple symbol embellish impolite imbecile impose imposing embassy

9. emboss impatient hemp hempen impugn impugned impound impending impassioned

10. impeach impute imputation impetus impetuous impetuosity impotent impudent impudence impediment

11. impeding imbedding embodying impeded imbedded embodied sympathies sympathize empanel

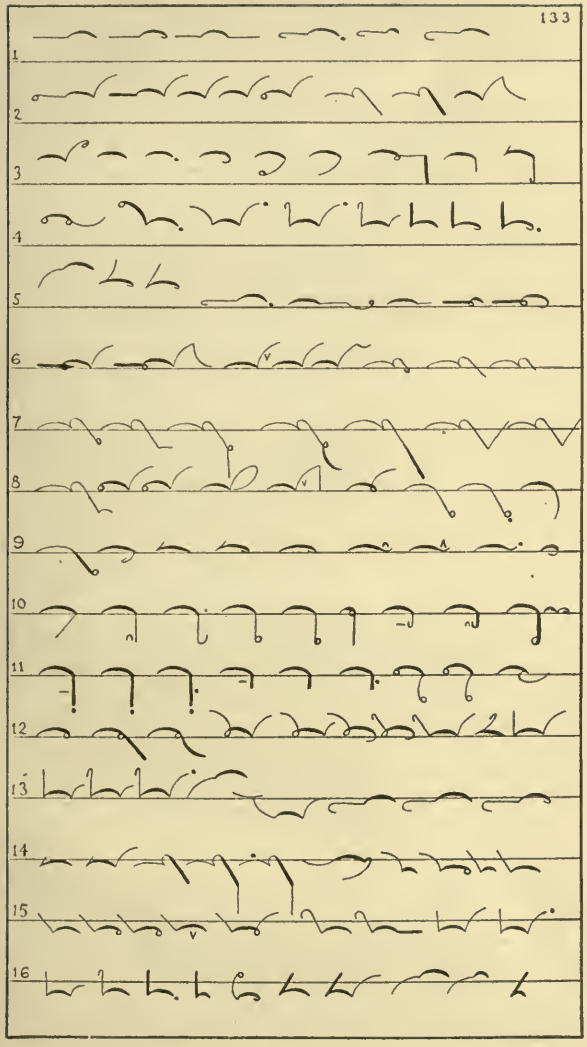
12. (ab)impossible impassable impassive resemble resembled resumption presumption preamble shrimp temple

13. template trembled trembling limp inflammable clump Columbia Columbian

14. hump humble mobile mobility immobility New Hampshire rhomboid rhombus pumped pump

15. pomp pompous pumps Pompeii pompously plump plumbago tumble tumbling

16. tumbled trump dumping dumped (ab)Southampton jump jumble lump lumped jumped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1. **Mpr** and **mbr.** tampering tampered damper raw-umber hamper Hamburg

2. temper timber timbers temporize tempered temperate

3. temperance temperant temporary (abs)imperfection December September

4. extemporize extemporaneous extempore (abs)member membership remember remembered

5. reimburse embers empire imperial emperor

6. imperceptible embarrassing embracing importer embark impair impaired

7. disembarked embarked embarkation important impertinent embargo improvise

8. impartial imperative import imports imported importance importune

9. impart imparting imprint impure impress empress imperious impervious

10. imperfect imprecation (ab)impracticable impregnate impregnable (abs)improve improvement improved

11. imprisoned imprison imprisonment impersonate imperil imparted impurities

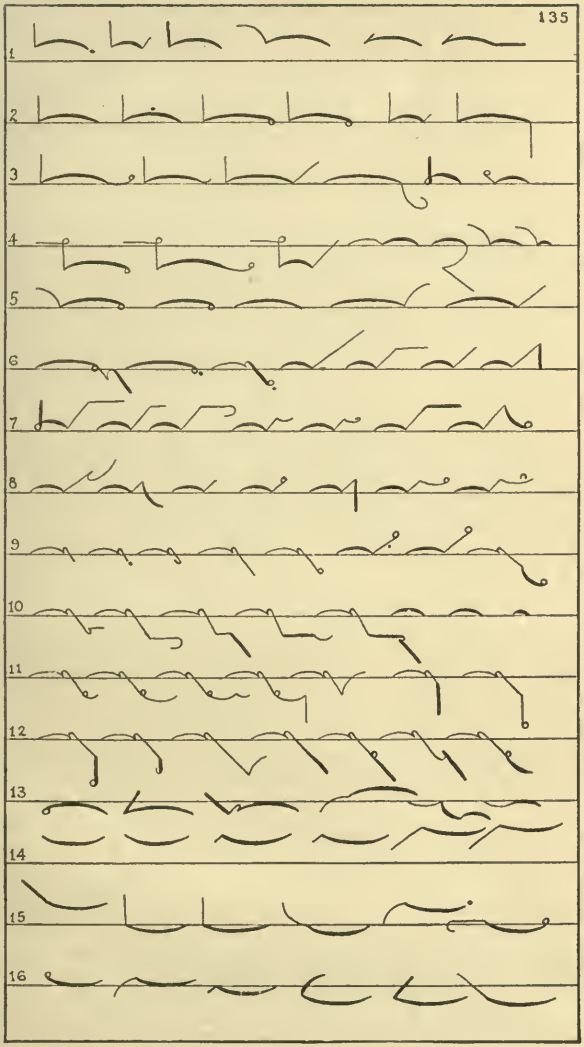
12. imprudence imprudent (ab)improperly (ab)improbable impressible impressionable impressive

13. sombre jumper burnt-umber lumber (abs)November number

14. **Nkr** and **ngr.** anchor anger hanker hanger ranker rancor

15. banker tinker tincture finger lingering clinkers

16. singer longer hunger younger juncture puncture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1. **Triple length.** caterer manufacturer architecture character

2. characteristic electric literature temperature

3. intruder spectator collector

4. **Not doubled.** angry factory manufactory victory dilatory cemetery symmetry inventory involuntary voluntary country

5. proprietary prothonotary century sentry notary sundry sundries hungry boundary boundaries poultry

6. **Phrases.** Paint their, print their, bind their, if their, if theirs is, for their, when their, won their, gain their, attend their, can their.

7. Can there, been there, if there, if there is a, for there, when there, the other, the others, in all the other, some other, near future, sooner or later.

8. We are in receipt of your letter, at sender's risk, New York Central Railroad Company, Board of Underwriters, in order, in order that, in order to.

9. Your letter, in your letter, we have your letter, we received your letter, your order received, in your order, on your order, further orders.

10. Entering a, entering the, endorsing the, intersecting the, interpreting the.

11. Interrupting the, interviewing the, entertaining the, introducing the, introducing a, tendering the.

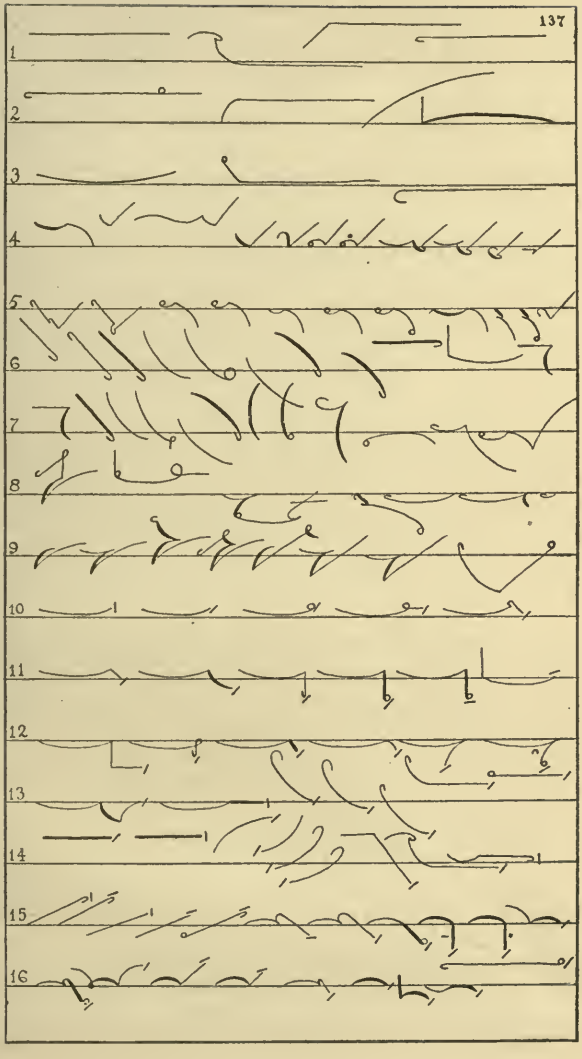
12. Undertaking the, understanding the, underbidding the, underrating the, underlying the, neutralizing the.

13. Undervaluing the, undergoing a, flattering the, filtering the, furthering the, fracturing the, scattering the.

14. Gathering the, gathering a, altering the, shattering the, sheltering the, shouldering the, capturing the, manufacturing the, encountering the.

15. Rendering a, rendering the, ordering a, ordering the, surrendering the, employing a, employing the, embossing the, impeding the, embodying the, remembering the.

16. Embracing the, resembling the, impairing the, importing the, imparting the, improving the, dumping the, numbering the, characterizing the.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1. Hoping to receive your further orders, we remain Yours truly.

2. Will you kindly look into this matter and oblige us.

3. Please let us know promptly what has been done, so we can trace them further.

4. We would prefer to leave this matter entirely to your judgment.

5. We send you this day, by mail, the samples you asked for in your letter.

6. Of course the whole matter hinges on the amount of discount to be allowed.

7. We think you have misunderstood part of our letter of the 29th ultimo.

8. Will you please advise me, as early as possible, of the materials needed.

9. Please get this information from the recorder at an early day.

10. Be sure you give a date with each name you send to the printer.

11. I hope your determination to try electricity will have a good effect.

12. Your order received to-day and we will give it our prompt attention.

13. We send you this day, by express, the books you ordered in your favor of the 24th ultimo.

14. I have read your letter with great anxiety and hope you will be able to carry out the project.

15. Please accept our thanks for your order which we will endeavor to fill promptly.

16. We can discuss the matter fully after you arrive here.

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1. We have referred your letter to our Ticket Agent, Mr. C. W. Hay.

2. This will introduce to you, our salesman, Mr. Harold M. Lippincott.

3. We have carefully gone over the matter with Mr. Charles A. Rigg.

4. We herewith render the accounts for the months of September and October.

5. We enclose bill herewith and hope to receive your further orders.

6. We have shipped you two thousand bags of salt, but can not say whether they will reach you this week.

7. On December 4th we shipped you sixty tons of ore for which we paid lighterage.

8. We could not obtain the material you desire us to use on this work.

9. We received your letter in response to our advertisement in Saturday's Herald.

10. Hoping to receive your further valued favors at an early date, we remain Very truly yours.

11. We have your letter of the 30th ultimo advising us that winter rates to European points are lower than summer rates.

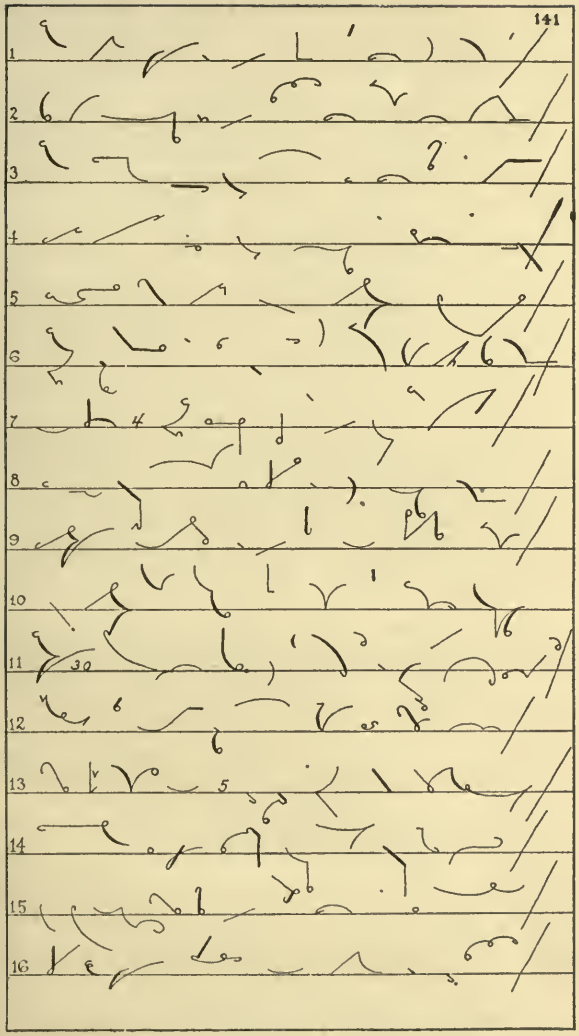
12. I have seen the agents in regard to this matter and they will send you bills of lading immediately.

13 Please tie the willows in 5 pound bundles and ship by Pennsylvania Central.

14. Cartersville is justly celebrated for its natural beauty and fine location.

15. For further information please address our Passenger Agent, Mr. A. S. Anderson.

16. Dear Sir, We have received your letter of January 2nd in reference to appointing salesmen.



1. **Ses.** causes cases access axis classes Kansas accessible gases Arkansas

2. taxes passes paces praises places bases basis traces dances sustain sustaining sustained chaces chances races raises

3. accessory accessories masses amasses mazes amazes narcissus announces laces atlases

4. faces phases effaces vases advices excess excesses excessive excessively inaccessible

5. mixes fixes affixes prefixes Texas exhaust exhausting exhaustion exhaustive

6. exist existing exists existence exhausted existed persist persisting persistance persistent persisted

7. pieces spices presses prices precise precisely princes pleases predecessor suspend suspending suspends suspense suspension (ab)suspension

8. suspicion suspicions suspicioned suspicious suspiciously prepossessing dispossess dispossesses disposes displeases ellipsis ellipses replaces

9. impresses embraces induces reduces desist decisive sister sister-in-law system systematic systematize

10. recess recesses rises exercise exercises exercising embarrasses resist resisting resistance resisted differences

11. misses Mrs. premises Mississippi witnesses season seasonable seasoned census sciences defences

12. denounces renounces enhances incessantly insisting insisted necessity necessitating (ab)references refuses verses versus

13. defaces diffuses devices infuses invoices emphasizes emphasizing enforces (ab)beneficence accuses successes successive successful

14. successor unsuccessful proxies boxes poses opposes possessing possesses supposes process processes possessed proposes (ab)purposes abuses subsist

15. substances possessor chooses juices roses rouses arouses horses sources noises ounces unsuspicious neutralizes

16. unnecessary allowances Moses amuses promises offices fuses forces suffices voices losses loses

1. **St** and **sd.** stalk stack stake stagnating stagnant stagnation cast casts castings

2. caused caustic claused classed accede stagger August grazed glazed against glanced

3. paused past passed paste pasted based braced ablest blast blasted plastic staple stable stability

4. states statesman statehouse stateroom statuary stately straddle staid stayed statue statues status stated statute statuette statutory taste attest fastest

5. artistic statistics hardest star start stare stair starve starch raised raced erased chased chanced stage staging largest (ab)largest

6. stain stained stainless staunch stanza mast massed amazed stamp stamped stampede

7. fast faced staff staves advised hasty haste hastily latest laced last lasting lasts lastly lasted elasticity elastic smallest

8. ballast stall stale stalwart farthest assist assists assistance assistant waste waist wasted wasting wasteful stick sticker sticky

9. creased pretext fixed fixture thickest increased incrust incrustation

10. enclosed discussed disguised reorganized guessed guest guests step steep pressed priced (ab)surprised best breast bestow

11. pleased blessed steeple stipulation stipulate reposed ripest repository expressed exposed explicit

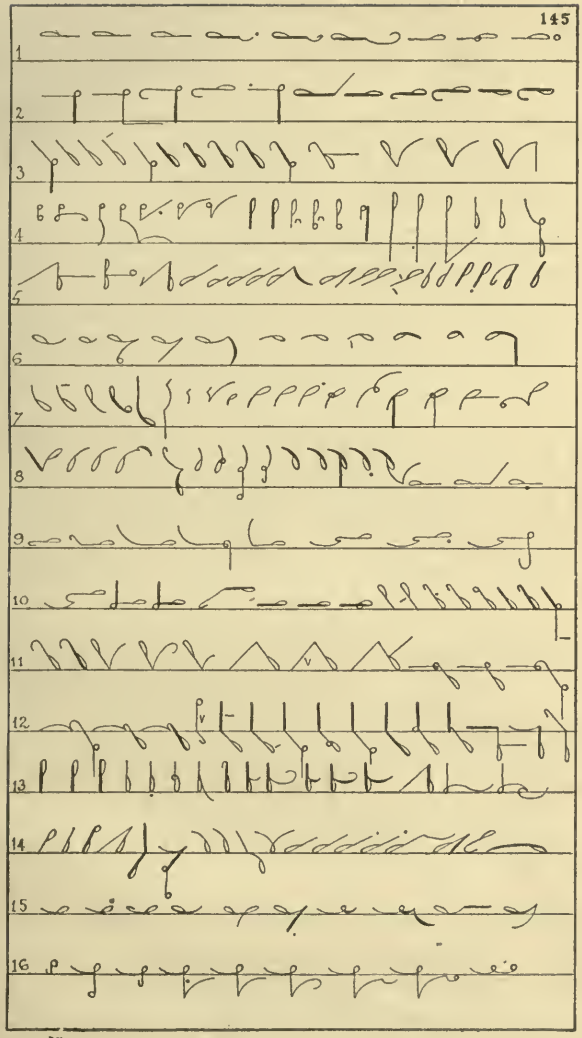
12. implicit impressed embraced stipend deepest deposed deposit deposits deposited debased disposed depressed egotistic induced prettiest

13. stead steed steady test testing tests testify dressed destined destination distinct distinction (ab)distinguish reduced (abs)testimony testimonial

14. stitch chest suggest richest digest injustice rest wrest perused wrestle steer stir steering stirring stearine steerage realized embarrassed

15. nest (ab)next nearest sting stencil stingy (abs)instinct instinctive stenography extinguish

16. stint instance (ab)instantly instil install installation (abs)installment installments instantaneous



1. instilled installed installing instead instate instating instated instability

2. institute instituting instituted institutor institution institutions dishonest dishonesty finest.

3. earnest interesting interested indorsed stem steam mist missed.

4. misty mystic embossed imposed esteem esteemed steamed steamer stimulus stimulate (ab)steamboat

5. remotest dismissed stiff stiffen stevedore (ab)first refused re-invest (ab)vestige devised divest divested

6. invest investigate investigated investigation invested infested invests infests infused (ab)influenced

7. steal steel still style stylish least leased list lists listed stillness enlist implicit earliest crystalized

8. everlasting enlisted yeast east eastern highest history easiest west (ab)southwest (ab)southwesterly (ab)southwestern stock stuck

9. stocks stockings cost coast accused costs (ab)customary custody costing

10. ghost gust crossed crust closed closet stockholders stock-list stockyard

11. stop stoop stupid stub post posts posed supposed suppressed purest boast boasted abused bruised substance (abs)substantial substantially

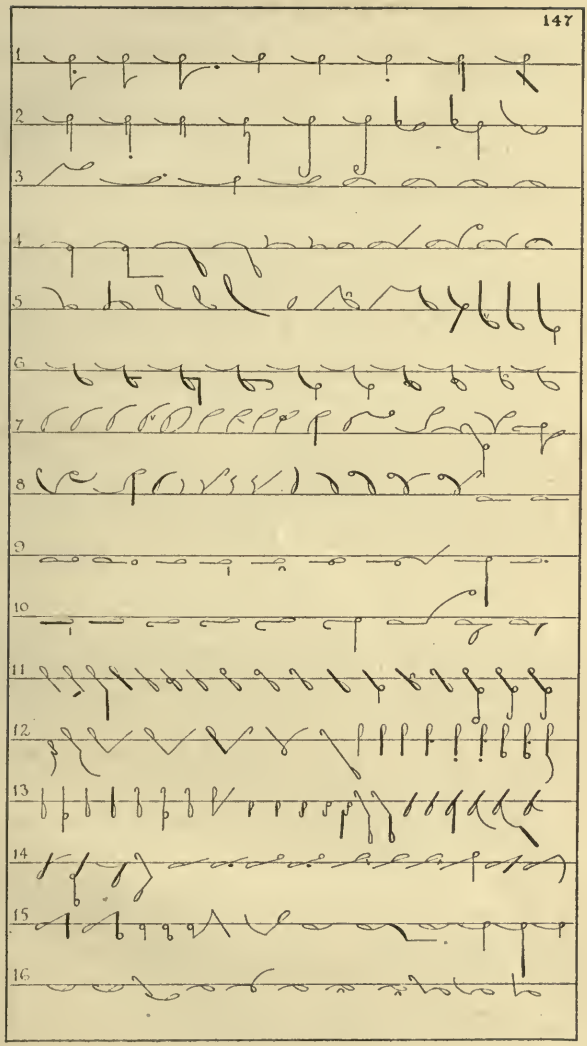
12. stupendous stupefy stupor stopper stubborn (ab)postal proposed stout stood stud study studding studying studs studies studious

13. toast toasted tossed dust trust trusted truest stouter studded studied student stunt stunted protest produced just adjust adjusted justify justifiable justified

14. justly justice unjust purchased store, story stores stories roast rust aroused rusty storage storehouse

15. sturdy stewardess steward stewards stewardship forest stone stone-work stun honesty unsteady unsuited

16. honest (ab)northeast pronounced most (ab)mostly must mused amused promised foremost utmost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1. stomach stump stumped stumble stumbling stumbled stung musty thrust southeast

2. host hosts housed hoisted hostess hostesses stuff stuffing stuffed stove fused forced frost frosted professed (ab)store-room worst (ab)northwest

3. (ab)northwestern (ab)northwesterly stole stool stolen lost molest molested neutralized

4. **Str** loop. caster casters strap strapping paster pasture pastures pastry plaster plastering plastered plasterer barrister balluster

5. banister strain strainer strange stranger strangest strangely Lancaster stairway

6. Axminster administer master mastered paymaster faster vaster (ab)extravagance (ab)extravagant

7. ancestors ancestry mixture (ab)extraordinary fixture fixtures texture dextrous dexterity

8. extra exterior (ab)restrictive (ab)restriction strip pester blisters blistering Webster distress disturb (ab)destructive (ab)destruction industrious

9. industry industrial stretch stretches Chester jester gesture register registers registry stern minister

10. sinister string strength strengthening remonstrate remonstrated remonstrance remonstrances demonstrate demonstrated

11. demonstration stream seamstress teamster impostor chemistry fester vesture visitor investor investors vestry

12. sterile sterling disaster disasters disastrous historian eastern (abs)yesterday western stroke struck

13. struggle struggling struggled coaster coasters huckster cluster clustering clustered

14. poster posters posture posterior Brewster bolster bluster lobster (ab)obstructive (ab)obstruction (ab)obstruct duster hoister strong strung

15. strongly stronger monster monstrous storm moister moisture muster

16. (ab)postmaster foster fluster lustre lustrous solicitor upholster upholstered upholstery Worcester

1. **Phrasing Drill.** Dear Sir, Dear Sirs, My Dear Sir, My Dear Brother, Dear Brother, Dear Friend, Dear Doctor, Dear Madam, Dear Mr. Jones.

2. We take pleasure in, we had been, at once, advise us, favor us, as far as, as fast as, have promised, have proven, pay you a visit, there has been, (ab)there are many.

3. Shall have, large stock, each month, as all, I am glad, I am sorry, I am surprised, I am very glad, I am very sorry.

4. May be, accept our thanks, make delivery, we are pleased, are received by us, are received by you, are subject.

5. Are payable, are published, they are published, I beg to enclose, we beg to call your attention, they claim.

6. As this is, this is the, as soon as possible, as per sample, as near as, as well as, as early as, we wish, we ship you, will you please.

7. Will you kindly, you will find, I will visit, they will be sent, will be able to, will be pleased, please let us hear, we herewith, we hereby.

8. If you have, by express, it will, I think, I think you will agree with, received with, received your letter, we received your order, receipted bills.

9. Of your, of yours, of your company, of this, of these, we remain, we have not, we are not, we did not, we do not, in receipt, in response, in reply, in regard.

10. In return, in stock, in your own, in as much as, in the first place, it is only, mean time, it is my, it seems, it seems to me.

11. This day, ten days, which was, which please, which will have, returning the, we enclose, with your order, in your letter of January 4th, list prices.

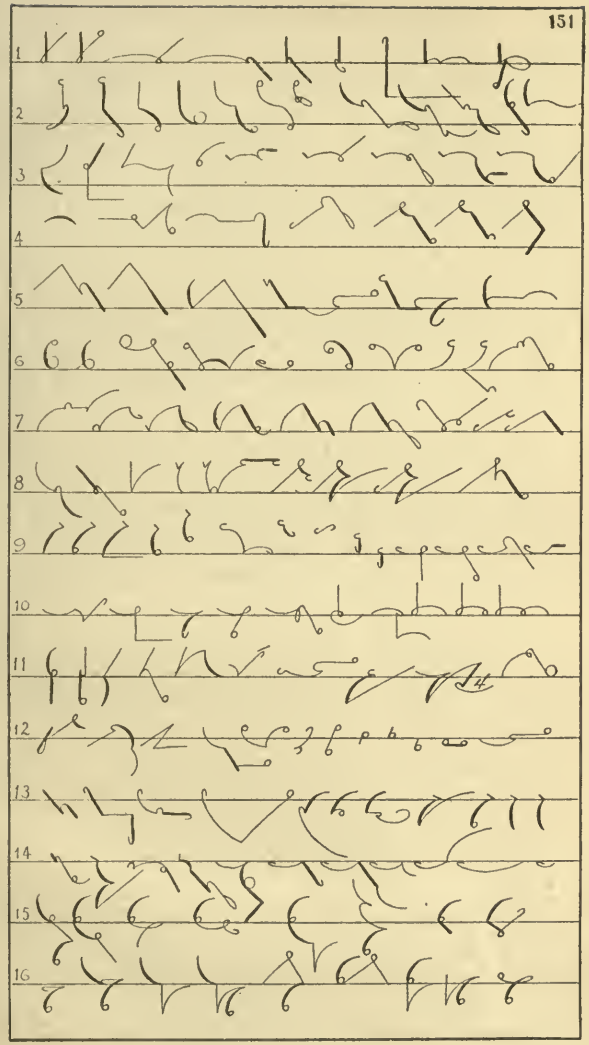
12. Just received, our warehouse, our check, f. o. b. cars, as follows, assure you, such as, is the, he is, who is, as good as, on cars.

13. To be able to, broken down, from you again, further orders, your further, your remittance, your kind attention, to your letter, to yours, to their, to them.

14. Two percent, to have your order, you must be, and would be pleased, on this subject, on our behalf, on or before, on or after, in our letter, in order, in order to.

15. Very respectfully yours, Yours very respectfully, Yours sincerely, Your sincere friend, Yours very truly, Faithfully yours, Yours obediently, Your obedient servant.

16. Cordially yours, Very cordially yours, Very truly, Very truly yours, Respectfully yours, Yours respectfully, Yours truly, Truly yours, Sincerely yours.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1. In this city, in this state, in your city, in your state, New York State, New York City, must be, (ab)must have been, must not, you must.

2. Most important, post office, please us, reaches us, keeps us, takes us, takes us four days, it is as, it is said, as far as possible, as fast as possible, as great as.

3. As is, as his, has as, is as, is his, his is, as soon as ever you can, as soon as they arrive, as soon as done, as soon as they are done, as soon as there is a chance.

4. Last of all, last week, first class, at first, at last, at last account, last time, last day, last day of the month, last of the cases, last of the week.

5. We take pleasure in forwarding you catalogue. We have been advised by our Superintendent.

6. Please make them as fast as possible. Please forward them as fast as you can.

7. They have proven to be very useful. We hope to pay you a visit next month.

8. There has been a great falling off in price. There are many opportunities for you at this season.

9. We have a large stock on hand. We will settle with you at the end of each month.

10. I am surprised to hear of this. Accept our thanks for your promptness.

11. We are pleased to hear from you. When they are received by us.

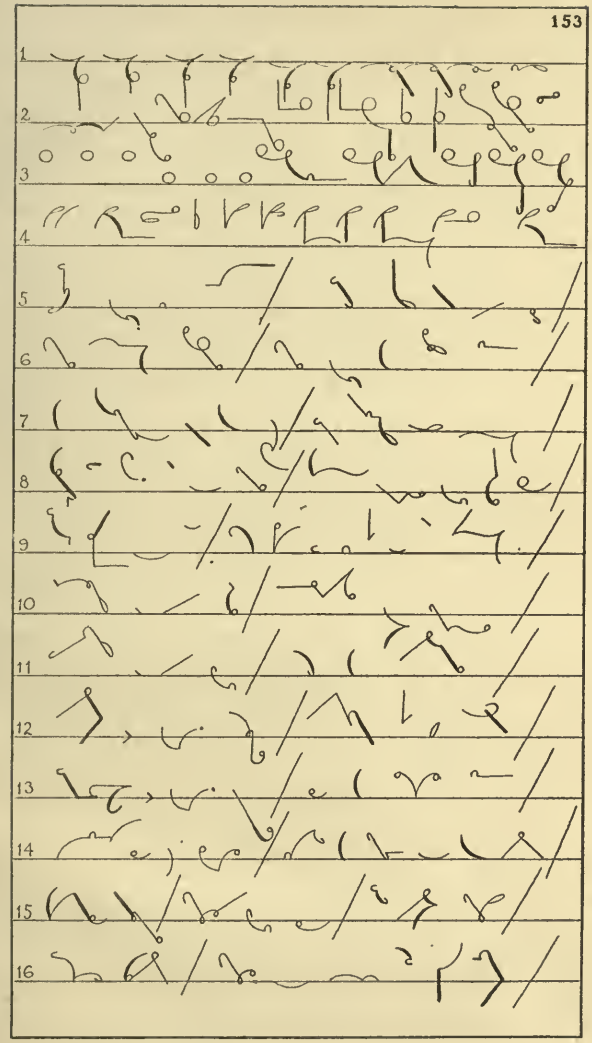
12. Are subject to the following restrictions. Are payable at the First National Bank.

13. We beg to call your attention to the following publications. Send them as early as you can.

14. Will you kindly send us as follows. You will find them perfect in every respect.

15. They will be sent by express. Please let us hear from you soon. We have not received your price-list.

16. We remain yours respectfully. Please let us know immediately what we shall do, and oblige.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1. We are in receipt of yours of the 4th inst., enclosing directions for the cement work.

2. We expect to remove our office about the middle of next month.

3. Replying to your favor of the 21st inst. we inclose bill herewith.

4. We hereby return your remittance of the 1st inst. as there is an error in the deductions.

5. Your letter of the 16th inst. received with remittance for which please accept our thanks.

6. We allow two percent discount if paid before the first of next month.

7. We will send you shipping instructions for the carriage next week.

8. The pig iron must be shipped on or before Saturday of next week.

9. Replying to your letter of the second inst. we wish to state that the main

10. difference occurs in the foundation stone selected for these buildings.

11. We sent you telegram this morning which was worded as follows: six

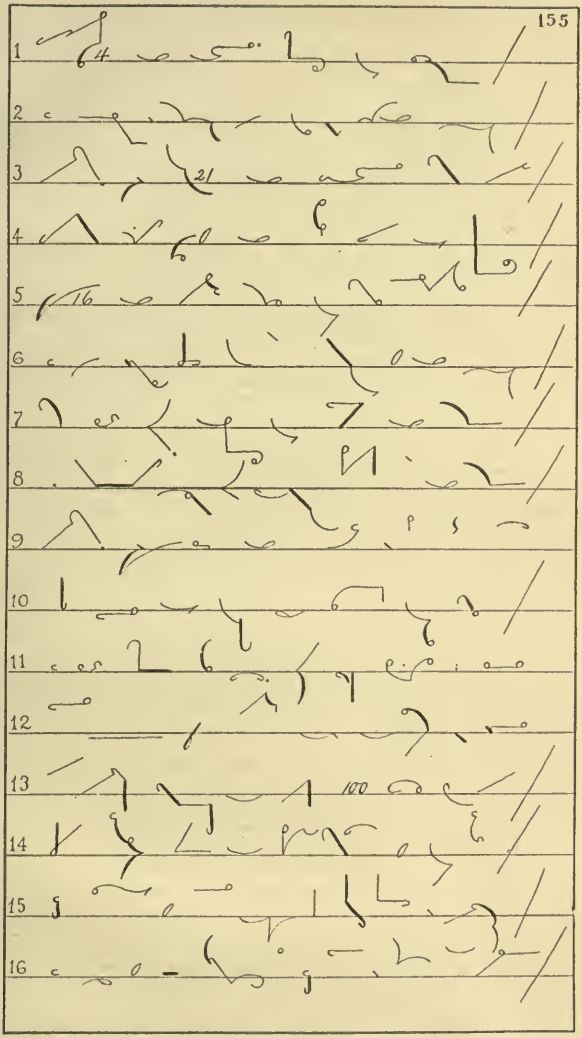
12. cars coke just arrived and now on switch but two cars

13. are reported broken down on road 100 miles from here.

14. Dear Sir: We have received your check in settlement of bill of March 1st for which we thank you.

15. We did not examine the first case until it had been taken to our warehouse.

16. We must first get their permission, as we do not care to assume any risk.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1. We will guarantee both kinds and would be pleased to have your order.

2. We thank you for the remittance and will be pleased to have further orders from you.

3. Thanking you for your kindness and hoping that you will be pleased with the goods, we remain Yours very truly.

4. We are sure you will be pleased, as our goods have proven to be a success wherever introduced.

5. If you have occasion to use more lumber, we would be pleased to furnish same.

6. We are pleased to announce a number of great attractions for the approaching season.

7. I think you will be pleased with the investment we made for you, as it will assure you regular dividends.

8. Before retiring I sold the old stock at a reduction from regular prices.

9. We intend to install such presses as we need for our afternoon edition.

10. These prices are subject to two percent discount for cash in ten days.

11. You must bear in mind that our prices are subject to change without notice.

12. We herewith enclose catalogue and price-list of china ware in stock.

13. In reply to yours of September 29th we beg to enclose price-lists.

14. Enclosed find specifications for upholstery needed for these cars.

15. Enclosed please find check for $25.00 to the order of your company.

16. In the enclosed circular you will find a description of this machine.

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1. Wishing you the best of success in this undertaking, I beg to remain Your friend.

2. We declined to take the two cases after we found them to be damaged.

3. I have sold my retail business and beg to refer you to my successor.

4. To-day we ship you, freight prepaid, 8 crates machinery and two boxes fittings.

5. Trusting that we may be favored with your order, which will have our prompt attention, we are Yours truly.

6. We would not like to have any trouble as this is our first shipment to them.

7. This is the only company I know of that keeps a large stock of these tools.

8. We would like to have your advice on this subject as early as possible.

9. We would be obliged to you for any information you can give us on this subject.

10. We can not yet give any definite information on this subject.

11. Will you please make delivery as soon as possible after the goods are received by you?

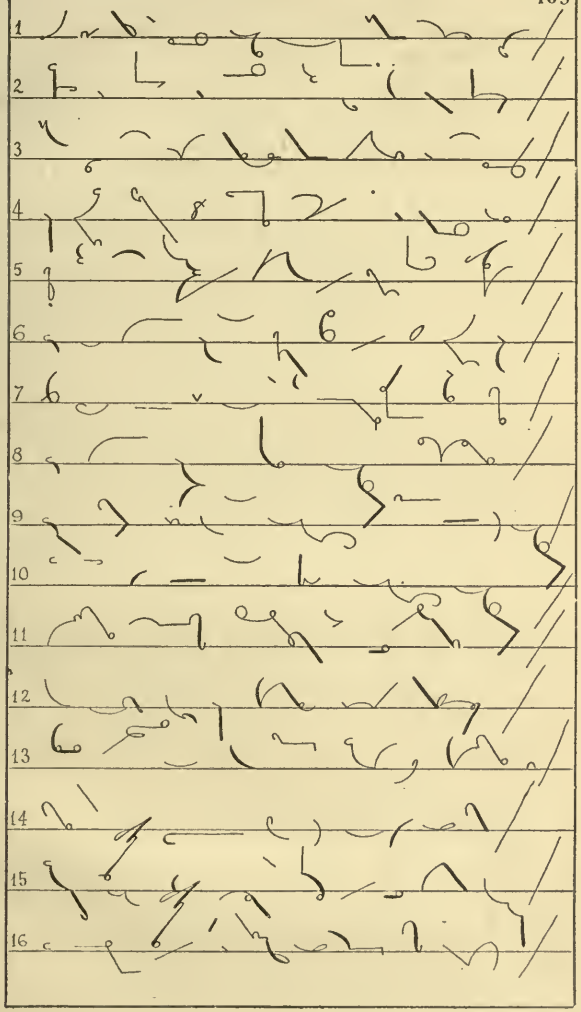
12. If unable to forward to-day, they will be sent to-morrow by first messenger.

13. These goods are first class in every particular and we feel sure they will please you.

14. Please pay storage charges and collect from us on your next bill.

15. We have been notified that storage charges must be paid at once or goods will be forfeited.

16. We expect our agent to pay you a visit next week and deliver policy.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1. We beg to call your attention to our bill of August 14th which still remains unpaid.

2. By express we send you this day the steel plates you ordered in your letter of June 20th.

3. They claim to have received only 14 cases by the last shipment.

4. Please advise us whether you can furnish the stock before the last of the month.

5. Please use interlocking tiles as per sample submitted last week.

6. Gentlemen: We have been referred to you by Mr. Thomas in regard to price of sheet steel.

7. This money should have been paid last week as all accounts are payable on the first of each month.

8. Gentlemen: I enclose check herewith for shipments made by your company last month.

9. They lost a great opportunity by their refusal to take the goods last month.

10. Hoping these goods will prove satisfactory we beg to solicit your future trade.

11. Hoping this order will prove satisfactory, and soliciting your further favors, we remain Very respectfully yours.

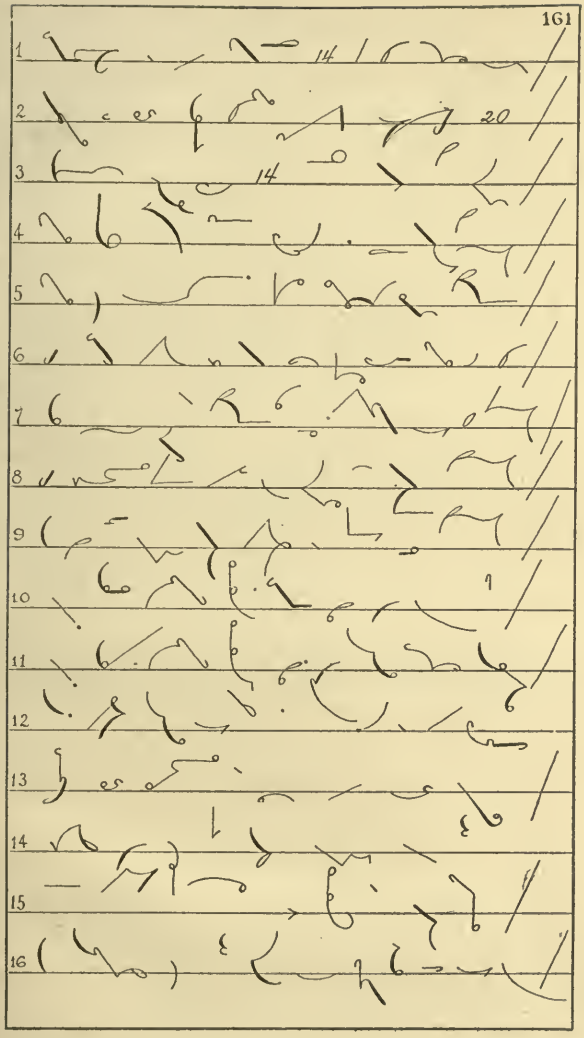
12. Having received your favors in the past and wishing to hear from you again,

13. we take pleasure in sending you circulars of some of our new publications.

14. I will visit your society at the very first opportunity and hope that we

15. can arrange matters to the satisfaction of both parties.

16. They have promised us that we shall have no trouble of this kind in the future.



1. We herewith enclose stamped addressed envelope for returning the receipted bills.

2. We are not disposed to reject a fair offer if you will take them at once.

3. How many bales were loaded on the steamer at New Orleans?

4. We also have to charge for moving the bales as we must clear the south side of the wharf.

5. Flour and wheat remained steady to-day while rye advanced two cents and oats dropped a cent.

6. The principal improvement was on Saturday when butter rose four cents.

7. This voucher is payable at the Third National Bank but you can deposit it in your own bank.

8. Please deliver articles mentioned below as early as possible.

9. We would be glad to supply you with some of our coal.

10. We have not yet decided on specifications for the special dining-room cars.

11. Please furnish curtains and finish as per sample car approved.

12. You will note that paragraph 25 calls for rubber tiling

13. in the new toilet rooms, which please supply at once.

14. We herewith enclose checks in payment of July account, which please acknowledge.

15. Dear Sir: It is my desire to cater to their wants in every particular.

16. Will you kindly advise us in regard to the amount of material in stock?

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1. **Com.** compare comparing comparison compass compassion compassionate compact compactness compactly

2. comparative comparatively companion companionship complaisantly complain complainant compatible compatibility complained complaint compartment combat commutation

3. command commanding commandment commanded commandant commandery commander comrade comical comic

4. compeer compile compilation competence competition competent compendium compress comprise compresses comprises compressed comprised compression comprehension

5. compensate comprehensive compressible compete competed competitive competitor comprehend completely complete complied compel comply compliance complicate complicated

6. complicity complexity complement compliment complimentary completion complication complexion complex combined combine combines combination

7. committee comity committees comedy comedian commerce commercial commence commences commenced (ab)commencement commend comment

8. commendable commendatory commentary commendation commemorate commemorative commemoration committal commit

9. commission commissioner commissioned (ab)commonwealth compose composes composed composure computation composite compositor composer

10. component compunction compromise compulsory compulsion compounder compute compound comport combustible commute commutable comptroller commodious commodity commodore

11. comforter comfort comfortable commune communicate communication communicative communion community commotion

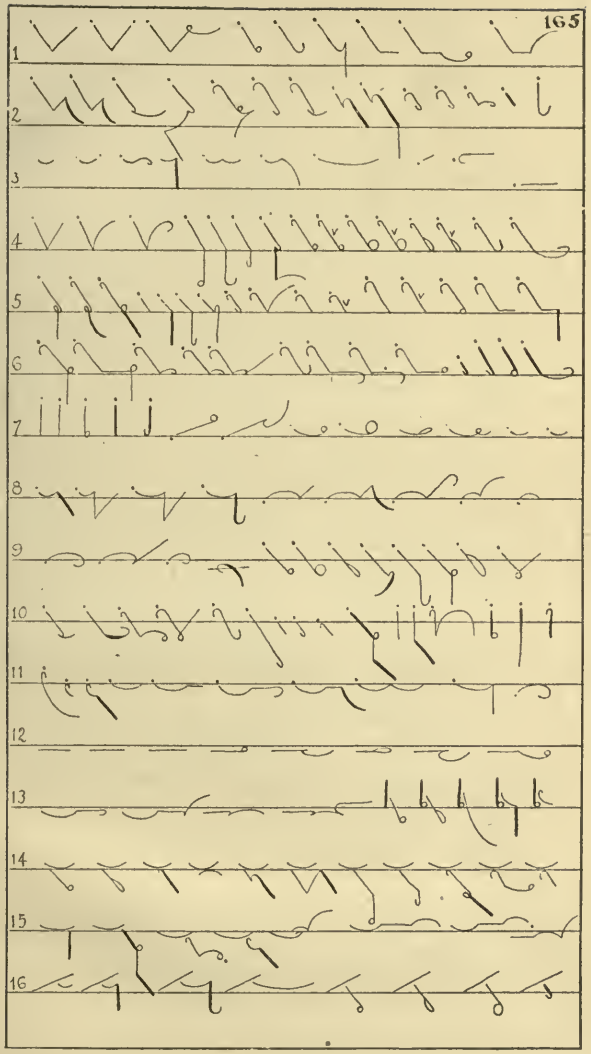
12. (abs)come company common comes commoner commonest commonly commonness

13. (ab)uncommon (ab)uncommonly economy economical decompose discompose discomfiture discomfited discomfort

14. encompass encompassed encumber encomium incompatible incomparable incompetence incompetent incomprehensible incompleteness incomplete

15. incommode incombustible uncompromising uncomfortable non-committal income incoming comely

16. recommend recommended recommendation recommender recompense recompensed recompenses recumbent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1. **Con.** confab conflagration convey conveyance conveyancer convalescent contain contagion contagious contaminate contamination

2. contact contract contracted contraction contractor contrast constancy contrary constant constantly constrained constraint contained concave concavity

3. conclave consecrate congratulate congratulation connect connected connection consecutive consecutively concrete

4. conquered conquer congress congressman congressional congregation congregate

5. conception conspicuous conspicuously conspire confide confine confines (ab)confinement confections confectionery confess confession confessed

6. confiscate configuration conflict confident confidence (ab)confidential confirm confirmative confirmation confer conference conferences

7. confederate confederacy confederation conceive conceiving conceivable convex convexity convene convenes convince convenient conveniently convenience

8. convinced convention conventional converse conversant conversion converge convergence convergent convert converted convertible convent

9. continent continental contingency contingence contingent continue continuation contention contentment continuity continuous continuously continual continually

10. Connecticut context contiguous contiguity contempt contemptible contestable contestant contest contemplate contemporaneous (ab)contemporary

11. contrive contrivance contribution contribute contributory conceit contend content contends contents contended contented conceited consistently constituent constituency

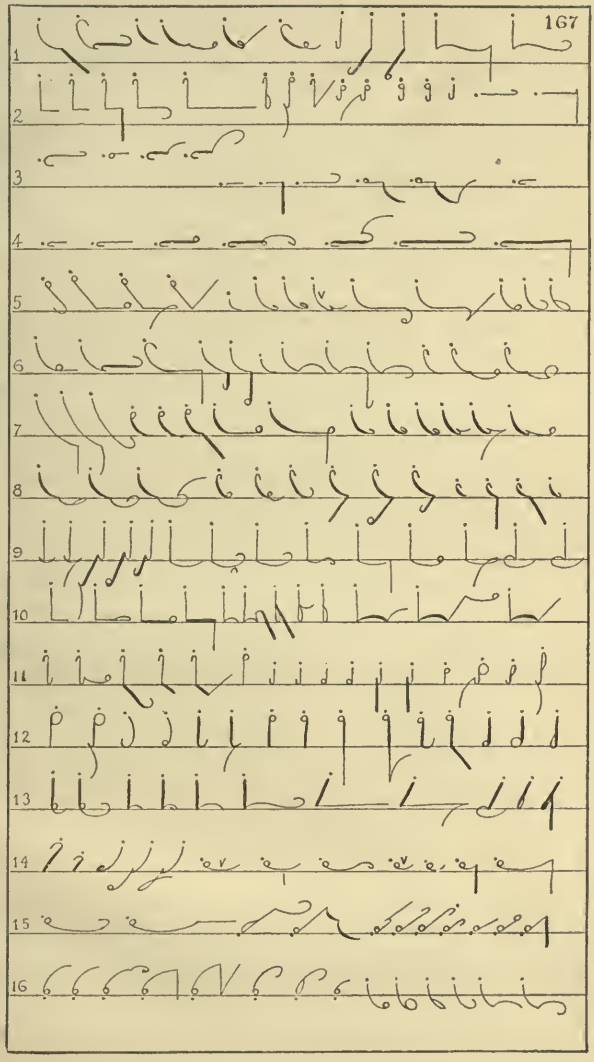
12. consist consistency concession concise condition conditional concede consider considerate considerately consideration considerable condense condenses condensed

13. condescend condescension condemned condiment condemn condemnation conjecture conjectural congenial congest congested

14. congeal congealed conscience conscientious conscientiously consign consignee consignment consigned consent consented concentrate

15. concentration concentric consternation conservative conservatory conserve concerning concerned concert concerts concerted

16. conceal concealing concealment conciliate conciliatory conciliation constellation concealed confuse confuses confused confusion conform conformation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1. conformable conformity confound confounded confront convoke convocation convolute convolution convoy convulse convulsion

2. control controller contour contortion construe construct (ab)construction constructor (ab)constitute (ab)constituted constitution constitutional (ab)constitutionality

3. conduce conduces conducive conducible conduct conductor condole (ab)condolence conscious consciously conjure conjunction consonant conundrum

4. consume consumer consumable consummate consummation consumption Congo conglomeration

5. concussion concur concurrence concurred concord concurrent concordant conclude conclusion

6. conclusive conclusively console consul consolation consulate consultation consolidation consolidate consular consoled consult

7. disconnecting disconnected discontent discontented discontinue discontinuation disconsolate disconcerted preconcerted inconstant inconstancy incontestable

8. incontinently inconsistent inconsistency inconsiderate inconsiderable inconspicuous inconspicuously inconceivable inconceivably

9. inconclusive incongruity inconsolable misconduct misconstrue misconstruction misconstrued misconception misconceive

10. unconnected unconstitutional unconditional uncontrolled uncontrollable unconfined unconverted unconscious unconsciously unconsciousness

11. unconcern unconcerned nonconductor reconstruct reconstruction reconsidered reconsider reconsideration reconvey reconnoissance

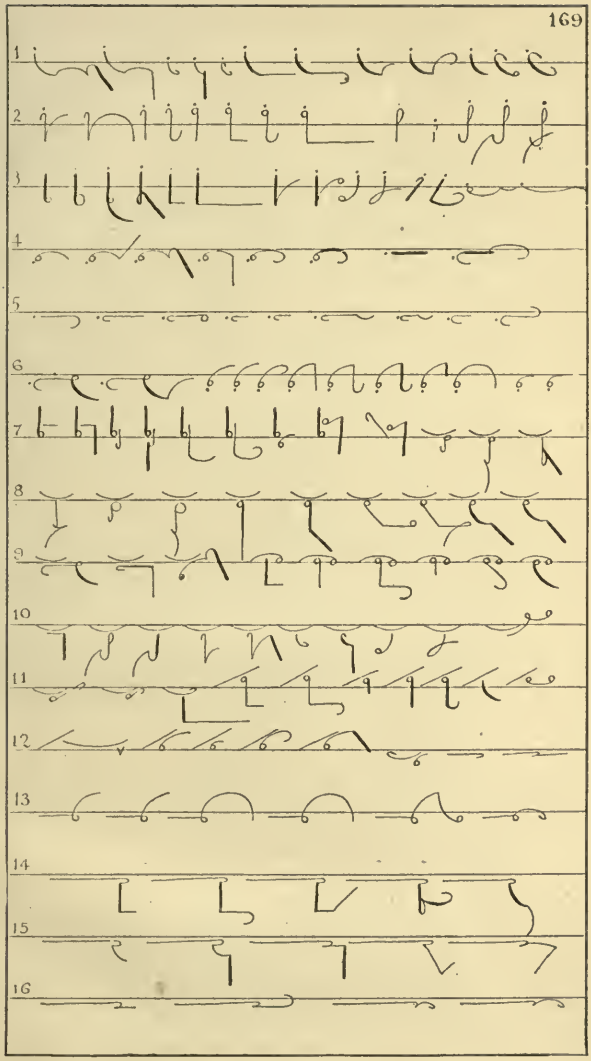
12. reconnoiter reconcile reconciled reconciliation reconcilable unreconciled cone conic

13. **Coun.** council counsel councilor counselor counselfees (ab)councilman.

14. **Contra, contro & counter.** contradict contradiction contradictory contradistinction (ab)controversy

15. counterfeit counterfeited counteracted counterpart countermarch

16. counteract counteraction countermand countermine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1. **Cog.** recognize recognition unrecognized cognomen cogwheel

2. **Circum.** circumstance circumstances circumstantial circumjacent circumnavigate circumspect circumspectly circumspection circumference circumflex

3. circumvent circumscribe circumpolar circumlocution circumlocutory **Self-con.** self-constraint self-conceit self-confessed self-confidence self-control

4. **Self.** self-made self-same self-sacrifice self-aggrandizement self-defence self-denial self-evident self-esteem self-willed selfish

5. selfishness selfishly self-registering self-respect self-interest self-possessed self-sufficient self-love unselfish

6. itself thyself themselves myself himself herself yourself yourselves ourselves one's-self

7. **Magn.** magnified magnitude magnanimously magnanimity magnify magnificent magnificence

8. magnificently magnifier magnet magnetize magnetized magnetism magnesia magnesium

9. **A-com,** &c. accommodate accommodation accompany accompanied accomplice accomplish accomplished accomplishment. A constant, a comparison, a continual, a considerable.

10. A condensed, a consistent, a comprehensive, a convenient, a complete, a combined, a conservative, constitutional, a construction, a conductor, a compound, a consumption.

11. **The-com,** &c. The complainant, the contract, the contrast, the contrary, the committee, the contest, the continuous, the contention, the continuation, the condition, the contents, the competition, the combined.

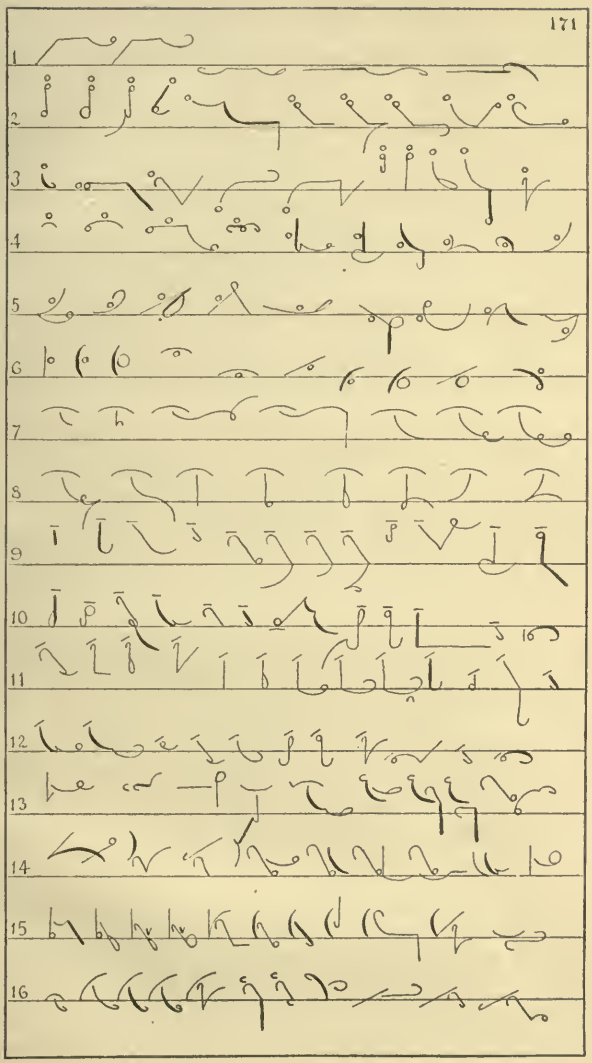
12. The convenience, the convention, the consent, the component, the confusion, the constitution, the construction, the control, the consumer, the compound, the consumption.

13. **Phrases.** At the commencement, we congratulate, can consist, any contingency, I am convinced, we have commenced, we have completed, we have concluded, place of concealment.

14. Chamber of Commerce, was completely, we are compelled, please commence, please convey, please continue, please communicate, if convenient, it commences.

15. It is commendable, it is composed, it comprised, it comprises, it will complicate, they comprise, they combine, they contain, they conflict, they are controlled, in conclusion.

16. Might confound, will confine, will convene, will convince, will control, we completed, we complied with, were commissioned, our connection, our complaint, with our compliments.



1. When this is done please furnish us with a complete copy.

2. We will take advantage of the first opportunity to consult you about this matter.

3. We are awaiting you with considerable anxiety as we would like to complete our contract.

4. We are greatly indebted to you for delivering them at their destination in such perfect condition.

5. We are well satisfied with the conditions expressed in your report.

6. We must adapt our business to the wants of consumers.

7. At a meeting of the committee on finance the following report was adopted.

8. We consider the adoption of this system a great advantage to the company.

9. We are favorably impressed with the accompanying proposal.

10. He is general manager of his company and has an office in this city.

11. With pleasure we recommend the bearer to your kind consideration and confidence.

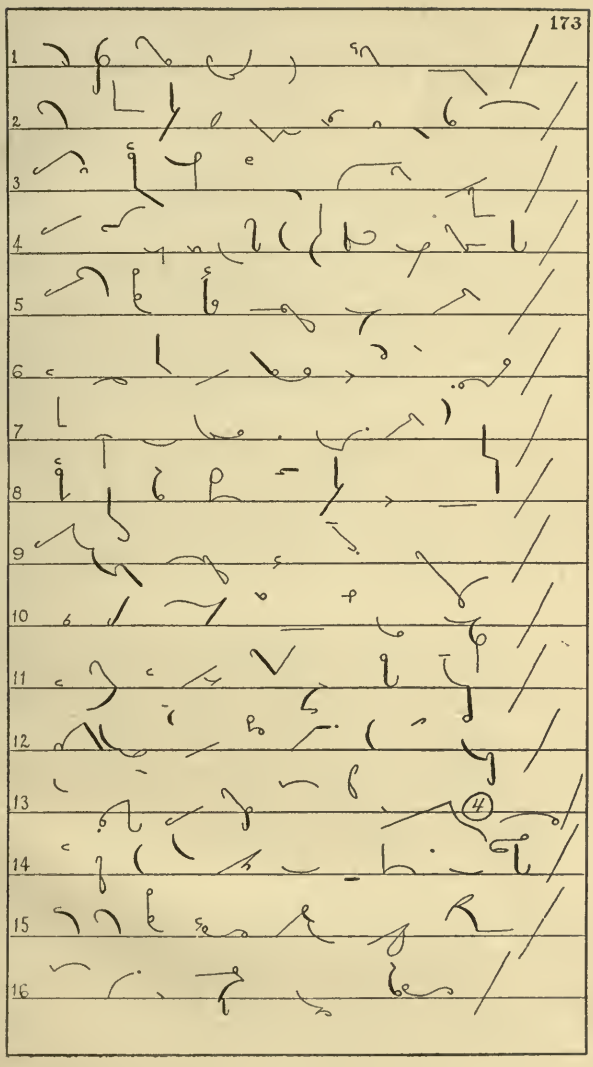
12. You will be convinced that our statements, regarding them, are not overdrawn.

13. After consultation with our president I am authorized to order four (4) motors.

14. We trust they have reached you in good time and in first class condition.

15. We were well satisfied with the consignments received from Rochester last week.

16. I am willing to accept your draft for the amount of this consignment.



1. **Kw.** quack quake quaker quasi quadrille (ab)quadrilateral quadrant

2. quackery quarter quarterly quarry quarried quart quartette quarto

3. quarrel quash quassia (ab)quartermaster squabble squander square (ab)quarantine

4. quadruped quadruple quandary quantity quantum quaint acquaint acquaintance acquainted quaintness

5. aqua-ammonia equation equator equanimity **Kwl.** quail quality equality

6. qualify qualifier qualification qualified quick quicklime quicksilver

7. quicksand quickness quicken quickly queen

8. queenly equine quest conquest queer query choir quire acquire

9. quiver quibble equable quench quiz quinsy Quincy quinine

10. quite quiet quintal queen's quince squeeze sequester sequence (ab)consequence consequent

11. consequently consequential quit acquit quitted acquitted acquittal acquiesce acquiescent acquiescence equilateral equidistant

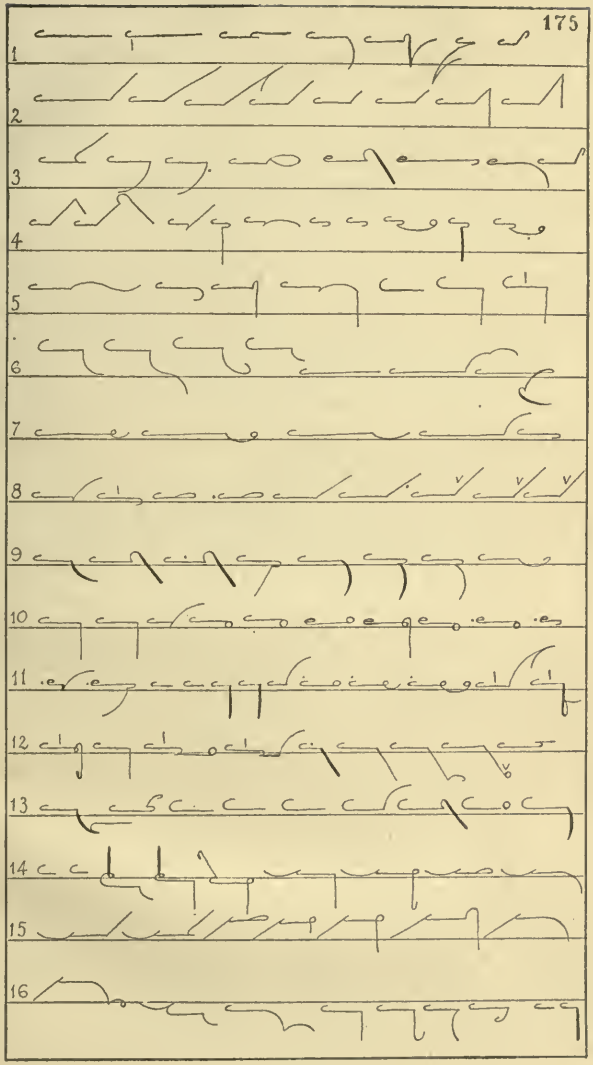
12. equestrian equity equinox equinoctial equitable equip equipment equipoise equivocate

13. equivocal equivalent quell quill equal equally (ab)equilibrium equals equalize

14. quelled equalled disqualified disquieting perquisite iniquity inquisitive inquest inquire

15. inquiry inquirer request requested requisite requital require

16. requirements unqualified quorum quota quotation quoth quotient quote quoted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1. **Gw.** guano Guam Guayaquil (ab)languish (ab)language (ab)lingual (ab)linguist (ab)distinguish. **Gwl.** Guelph

2. **Tw.** twain twang twin twine twice twist twisted twins twines twig tweezers twitch twinge twilight twinkling **Twl.** twelve twelfth twill twilled

3. **Dw.** dwarf dwarfed dwarfish dwindle dwindling dwindled **Dwl.** dwell dwells dwelling-house dwelling-houses dwelling dwellings dweller dwelled

4. **S-tion.** taxation transition transitional transposition annexation accession accessions acquisition requisition question

5. questionable precision preposition compensation physician physicians physician's vexation conversation a conversation conversational civilization secession

6. decision decisions condensation digestion deposition depositions disposition dispensation decomposition congestion exposition sensation

7. sensational incision incisions indecision indigestion imposition accusation succession

8. possession self-possession possessions position positions opposition composition compositions the composition supposition procession processions

9. pronunciation proposition propositions pulsation combustion suggestion (ab)unquestionable musician musicians

10. At present we have not yet come to any decision in this matter.

11. If you will make a proposition to that effect we will consider it.

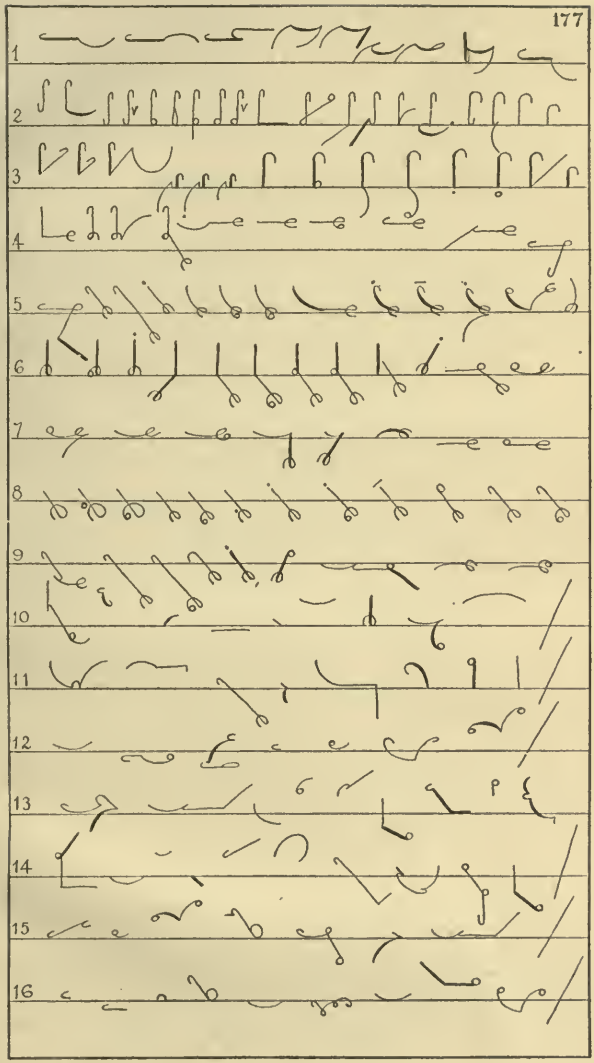
12. In accordance with your request we send full line of samples.

13. In reply to your inquiry for slate laundry tubs, we beg to state that we have a

14. large stock on hand but we are also prepared to furnish soapstone tubs.

15. We herewith send samples and prices in response to your inquiry.

16. We quote you prices on Portland cement in bags as follows.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1. BOOKKEEPING AND COMMERCE. The objects of commercial bookkeeping are:

2. 1st. To record the liabilities and assets, gains or losses,

3. of an individual, partnership, company or other corporation.

4. 2d. To enable the financial position of the foregoing to be placed before

5. those interested either in the credit or capital of the concern.

6. These objects are generally attained by means of the final accounts as

7. prepared from the ledger balances and known as trading and profit and loss accounts

8. and balance sheet. The trading account is used for the purpose of arriving at the gross profit

9. of a business. Cost accounts are used to obtain separate results for departments.

10. It is of great practical importance and pecuniary value to know

11. precisely where profits are made and where losses are incurred. The cost of the

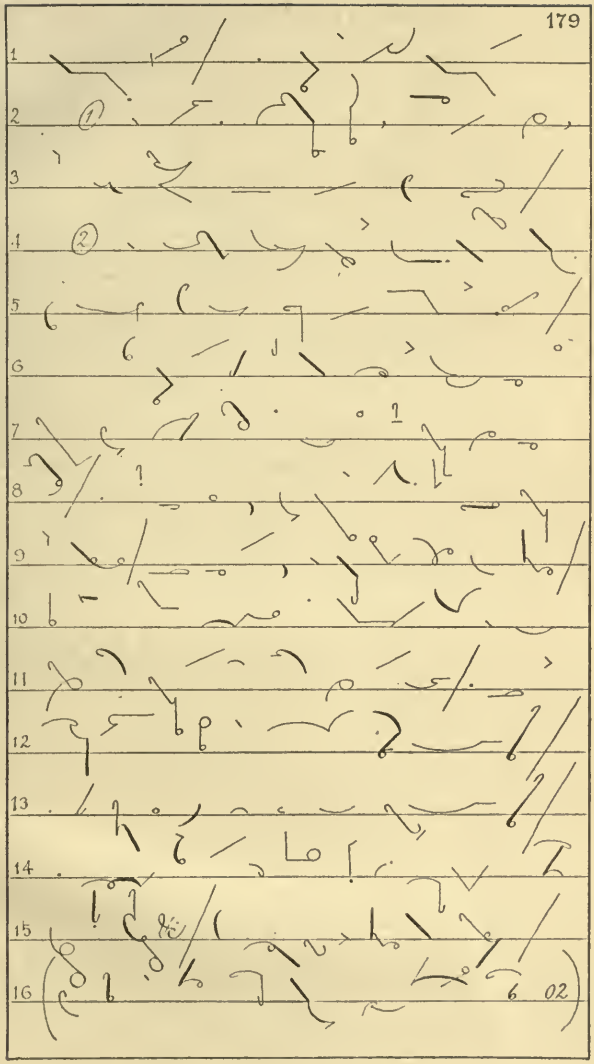
12. manufactured article consists of material, wages and indirect charges.

13. The chief trouble is usually met with in apportioning the indirect charges.

14. The most important of these are rent, taxes, heating, lighting, motive power, management,

15. office expenses, advertising, traveling expenses, etc. They must be apportioned to the departments by percentage.

16. (*From address of James Martin before the London Chamber of Commerce, March 6th, 1902.*)



1. "All new orders from the big railway companies are for

2. monster freight engines these days, and not a few are of the compound

3. type. The Union Pacific, Oregon Short Line, Rio Grande system, Burlington,

4. Illinois Central, Northern Pacific, Pennsylvania, New York Central, Rock Island,

5. Colorado Midland, Colorado & Southern, Missouri Pacific, the Erie road and others, have large

6. orders in for locomotives and all of them include great

7. freight-hauling machinery. For the past year or two a particular study has been made

8. of the power problem, and while there is some difference of opinion among

9. master mechanics and enginemen upon some points, yet there is

10. unanimity with reference to some general facts, and among these

11. latter is the preference for heavy engines as money savers.

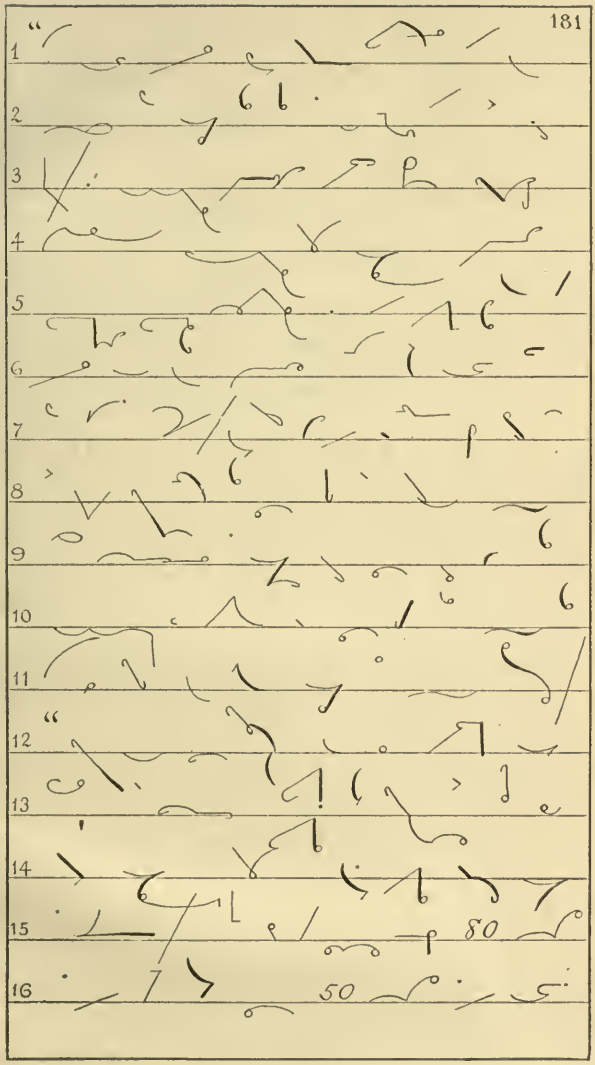
12. "Probably no more praiseworthy feat is recorded in the

13. annals of American railroading than the performance of the trains sent

14. by the New York Central and Pennsylvania Railroads over the roads between New York

15. and Chicago. At a speed which sometimes exceeded 80 miles

16. an hour, and which averaged some 50 miles an hour including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1. all stops, these trains, traveling east and west, covered the respective

2. distances of 980 and 912 miles three minutes ahead of the

3. schedule time of 20 hours. With these two remarkable records, American railroads

4. hold the record for fast, long runs."
Scientific American, 6-28-'02.

5. *Mr. F. J. S.*——. Dear Sir, In reply to your letter of the 25th inst. I beg to say that we

6. receive a certain amount per ton for handling the company's shipments at the junction,

7. but as it does not pay us to keep a man there permanently

8. we employ Mr. Hughes at so much per shipment to look

9. after things during the quiet season. We lose of course in all these

10. transactions, but save the expense of a permanent representative there. Very truly yours . . . May 12th, 1903.

11. *Messrs. W. R.*—— *& Co.* Gentlemen, We beg to confirm our verbal order of this morning

12. to go ahead on the work of making the improvements as set forth

13. in your letter of January 31st, and as per specifications furnished by you.

14. You to do the whole work for the sum of $5000 (Five thousand dollars),

15. and we to retain all old material that is of any value and which

16. we will dispose of later. Respectfully yours . . .
May 12th, 1903.

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2 980 912

3 20

4 6/28/02

5 25

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10 5/12/03

11 W R & Co

12

13 31

14 5000

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16 5/12/03

1. **States** and **Territories.** New York New Jersey New Hampshire New Mexico North Carolina North Dakota Rhode Island

2. Louisiana Oregon Oklahoma Colorado Montana Georgia Florida South Carolina South Dakota Porto Rico

3 Illinois Michigan Minnesota Missouri Mississippi Nebraska Nevada Indiana Pennsylvania

4. Kentucky Vermont Virginia West Virginia Wisconsin Wyoming Texas Connecticut Tennessee Delaware District of Columbia

5. Massachusetts Maine Maryland California Arkansas Arizona Alaska Alabama Kansas Washington Iowa Idaho Utah

6. **Countries** &c. Canada Equador Great Britain Manitoba Paraguay Spain Brazil France Wales

7. Japan Argentine Republic Arabia Austria Australia America Mexico United States England India

8. Guinea Guiana Persia Belgium Venezuela Ireland Sweden Switzerland Peru Siberia

9. Denmark Italy China Germany Egypt Norway Nova Scotia New Zealand Europe Russia

10. Portugal Prussia Bolivia Turkey Cuba Colombia Scotland Holland Hungary

11. **Cities,** &c. New York City Newport New Haven Newark New Orleans Honolulu Omaha Montreal

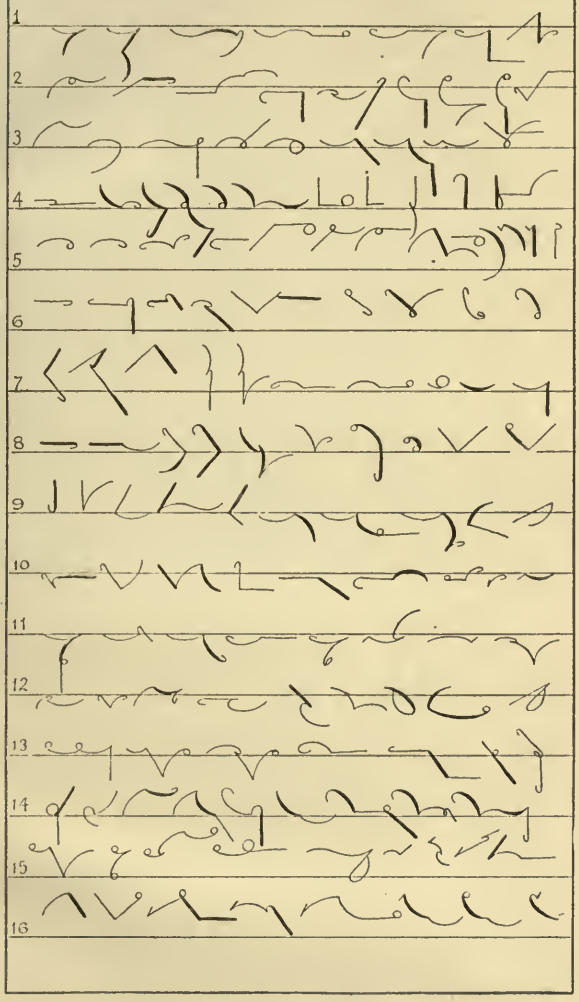
12. London Portland Long Island Cornell Buffalo Rome Worcester Yonkers Rochester

13. Cincinnati Indianapolis Minneapolis Milwaukee Quebec Pittsburg Princeton

14. Jersey City Sheffield Lincoln Liverpool Philadelphia Vienna Wilkesbarre Williamsport Wilmington

15. St. Paul St. Louis St. Lawrence San Francisco Manchester Madrid Hartford Harvard Jamaica

16. Albany Paris Harrisburg Hamburg Halifax Havana Savannah Havre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1. St. Petersburg Santa Fe Antwerp Amsterdam Baltimore Charleston Charlestown Saratoga

2. Atlantic City Danville Denver Seattle Springfield Berlin Bremen Birmingham Belfast Boston Brussels

3. **Persons.** Grant Madison Washington Adams Jackson Jefferson Lincoln Monroe Roosevelt

4. Matthew Martin Samuel Andrew Anderson Paul Patrick Abram Abraham

5. Baldwin Frank Francis Harold Wales Wallace Walter David Daniel Charles Jacob James

6. Allen Albert Alfred Alexander Lawrence Arthur Harry Harrison Ralph

7. Michael Mitchell Henry Henderson Peter Benjamin Bennett Philip Frederic Evan Stephen William

8. Edwin Edward Edgar Edison Theodore Isaac Eugene Richard Morris Moses Cornelius Burns

9. Roger Russel Thomas Hughes Joseph George John Jones Jonah Jonas Johnson Johnston Louis Oliver Robert Howard

10. Kate Catharine Caroline Clara Agnes Grace Anne Anna Annie Hannah

11. Mary Mabel Margaret Martha Fanny Frances Rachel Jane Alice Sarah Emma Emily

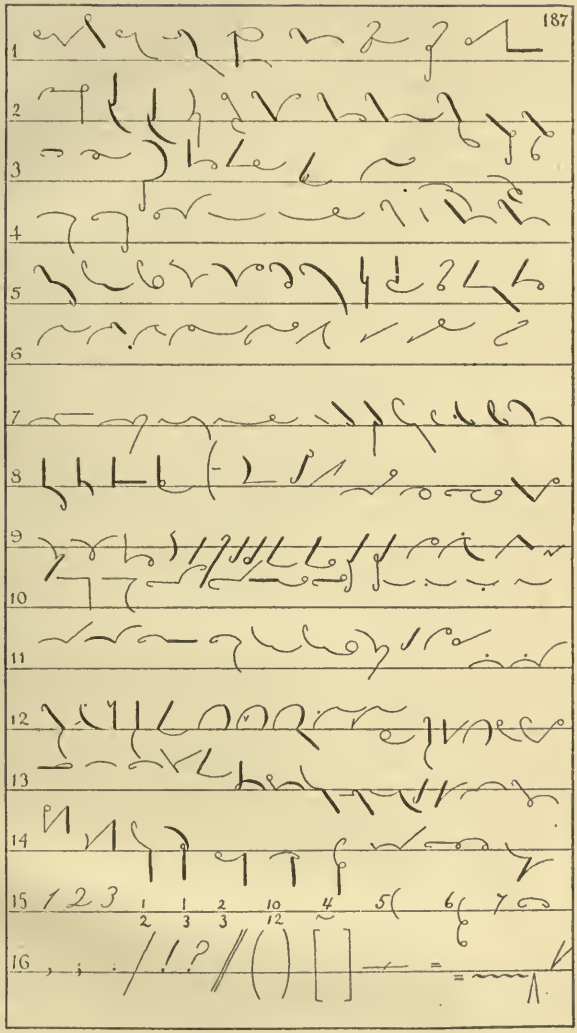
12. Bertha Eva Ida Edith Jenny Lizzie Eliza Elizabeth Ellen Helen Susan Dorothy Dora Louisa Sophie Florence

13. **Months.** August May March April January December September February October November June July ultimo proximo

14. **Days.** Saturday yesterday Friday Wednesday Sunday Monday Thursday to-morrow Christmas Fourth of July

15. **Numbers.** 1 2 3 ½ ⅓ ⅔ 10-12 400 5,000 .006 7,000,000

16. **Punctuation.** comma semicolon colon period exclamation-mark question-mark paragraph parenthesis brackets dash hyphen capital-initials underscoring caret canceling-mark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1. **Initials.** A B C D E F G H I J K L M

2. N O P Q R S T U V W X Y Z

3. **Abbreviations of Titles.** D. D. M. D. Ph. D. A. M. A. B. LL. D.

4. **Other Abbreviations** used in Writing. A. D. B. C. U. S. N. Y. a. m. p. m. E. E. E. & O. E. c. o. d. f. o. b.

5. Abbreviations for **Intersecting.** Company, Bank, Committee, Department, Exchange, Railroad, Railway, Society, Association.

6. **Phrases.** Manufacturing Company, Railroad Company, Railway Company, Telegraph Company, Telephone Company, Express Company, Publishing Company.

7. Standard Oil Company, Adams Express Company, Pennsylvania Company, Lippincott Company, American Book Company, United States Express Company, Barnes & Co.

8. Fisher & Co., Mitchell & Co., Mitchell Bros. & Co., National Bank, First National Bank, Bank of North America, Merchants Bank.

9. National Committee, Executive Committee, Finance Committee, Committee on Finance, Committee on Furniture, Committee on Appropriations, Committee on Schools.

10. Navy Dept., War Dept., Department of State, Treasury Dept., Department of the Interior, Department of Agriculture, Post Office Dept., Water Dept.

11. Fire Dept., Dept. of Gas and Electricity, Dept. of Public Safety, Dept. of Public Works, Dept. of Police, Police Dept., Survey Dept., Passenger Dept.

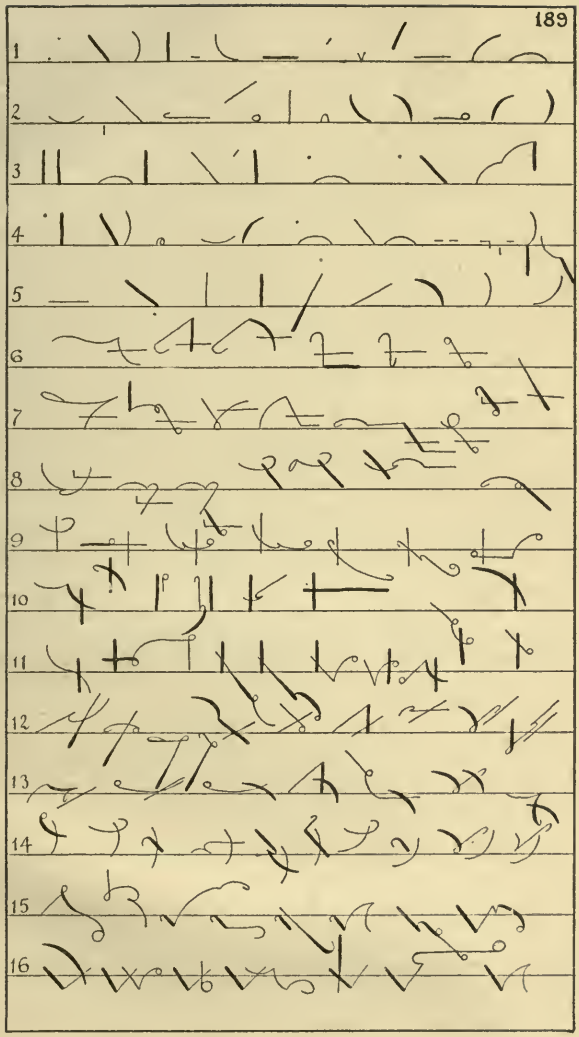
12. Commercial Exchange, Merchants Exchange, Stock Exchange, Produce Exchange, Wabash Railroad, Pennsylvania Railroad, Reading Railroad, Atlantic Railroad, Western Railroad, Hudson River Railroad.

13. Long Island Railroad, Central Railroad, Central Railway, Reading Railway, Pacific Railway, Western Railway, Northern Railway.

14. Saving Society, National Society, Building Society, Medical Society, Benevolent Society, Charitable Society, National Association, Building Asso'n, Western Asso'n, Eastern Asso'n.

15. Receiver of Taxes, Tax Commissioner, Board of Aldermen, Board of Education, Board of Publication, Board of Health, Bureau of Building Inspectors, Bureau of Highways.

16. Bureau of Water, Bureau of Police, Bureau of Taxes, Bureau of Information, Auditing Bureau, Bureau for the Collection of Taxes, Bureau of Health.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1. President of the United States, Vice President, Secretary of State, Secretary of the Treasury, Supreme Court, Attorney General, United States Senate, House of Representatives.

2. Borough of Manhattan, Municipal Assembly, Board of Education of the City of New York, Sheriff's Office, District Attorney, City Solicitor, Assistant Treasurer, Assistant Secretary.

3. Deputy Sheriff, Deputy Surveyor, Deputy Collector, Saving Fund, General Agent, General Superintendent, Business College, Postal Telegraph, W. U. T. Co.

4. Again and again, over and over, each one of you, time of day, bill of lading, bills of lading, bill of sale, bills of sale, in the world, nevertheless, point of view.

5. Act of Congress, Acts of Congress, Act of Assembly, Acts of Assembly, day of the week, quality of the goods, quality of the material, letter of the 18th, answer of the 20th.

6. Date of the 1st, date of the 2nd, date of the 3rd, date of the 4th, many of the best, many of the difficulties, state of the market, one of the best, one of the most.

7. From day to day, from place to place, from time to time, from year to year, from hour to hour, from house to house, from month to month, from 10 to 12, 10 or 12, hand in hand.

8. Step by step, hope to have, as soon as convenient, many of the circumstances, circumstances of the case, condition of the goods, value of the contents, concerning the, Constitution of the United States, under the circumstances.

9. **Omitting "con"** &c. contract contrary circumstances consist contingent contingency discontinue continue confidential convenience inconvenience inconsistent

10. **Similar Words.** (Verbs.) Appeal apply, accept except expect, cancel excel, adapt adopt, advise devise, regard regret, wish issue.

11. (Nouns.) Case cause, passions patience, failings feelings, signature significance, proportion appropriation, portion operation.

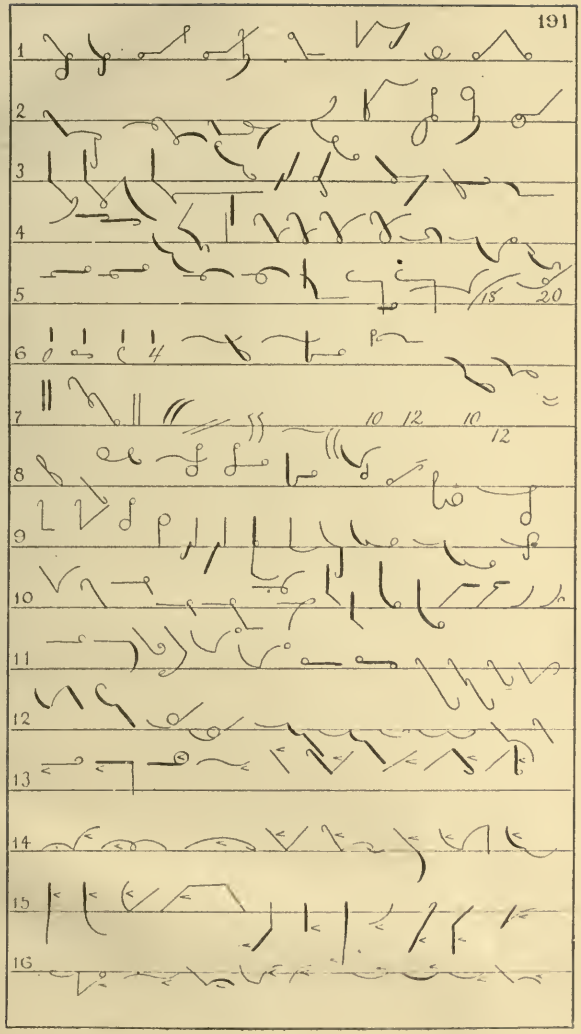
12. (Adjectives.) Valuable available, necessary unnecessary, inevitable unavoidable, known unknown, poor pure.

13. **Double Vowels.** chaos gayety gaseous mania payee barrier area Arabian radius

14. Amelia miasma meander Pierre preeminent piazza fealty Vienna

15. deity deify theory reoccupy towage Dewey duet showy Georgia Judea Julia

16. notorious ammonia Pompeii folio oleo Owen owing Noah poem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Page **7**—line 3, &c., the long lines in ch slant are periods. **9**—1, G in age, edge, &c., is written as J. **11**—Place S circle on right-hand side of p b t d ch j, on upper side of k g r, and on outside of angles. **13**—Place SES circle same way. **15**—Write joined THE upward or downward, whichever will make a sharp angle, but always in ch slant. Write joined A downward (vertical) after p b k g r, and towards the right (horizontal) after t d ch j. **22**—11, **24**—2 and **36**—2—*Each*, *me*, *my* and *these* are placed above the line to distinguish them from *which*, *him* and *this*. "(Ab)" means a useful abbreviation. **29**—Dashes are generally used for long vowels and dots for short vowels. **33**—12, 13, Joined U is curved either upward or to the right, as convenient. **35**—Place N hook on left-hand side of p b t d ch j, on lower side of k g r, and on inside of curves. An N hook changed into a circle on *straight* stems, means NS. **37**—F or V hook can only be applied to straight stems. **45**—6, OF, OFF, TO, TOO, TWO, are Pitman word-signs and are retained in their old positions because very convenient and easily remembered. WE and YOU can be written in any position, singly or in phrases. See **33** for joining YOU. Joined WE is curved to the left or downward. Short phrases are very useful, but long ones are not. **51**—Place R and L hooks on left-hand side of p b t d ch j, on lower side of k g r, and on inside of curves. In writing R and L hooks, always begin with the hook, but read the R or L after the stem. **89**—An R hook on straight stems changed into a circle, includes the R. **95**—2, 3, Stroke ING is more convenient than the dot in *casing*, *passing*, &c. **109**—Halving adds t or d, but if necessary to distinguish d, write it in full. **127**—Doubling adds tr, dr, &c.

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